



## **City of Lake Stevens Vision Statement**

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

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### **CITY COUNCIL REGULAR MEETING AGENDA Lake Stevens School District Educational Service Center (Admin. Bldg.) 12309 – 22<sup>nd</sup> Street NE, Lake Stevens**

**Tuesday, February 26, 2019 – 7:00 p.m.**

**NOTE: WORKSHOP ON VOUCHERS AT 6:45 P.M.**

<b>CALL TO ORDER</b>	7:00 p.m.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Mayor
<b>ROLL CALL</b>		
<b>APPROVAL OF AGENDA</b>		Council President
<b>NEW EMPLOYEE INTRODUCTIONS</b>	Sabrina Gassaway	Russ
<b>OATH OF OFFICE</b>	Officer Crystal McGuinn	Mayor
<b>CITIZEN COMMENTS</b>		
<b>COUNCIL BUSINESS</b>		Council President
<b>MAYOR'S BUSINESS</b>		
<b>CITY DEPARTMENT REPORT</b>	Update	
<b>CONSENT AGENDA</b>		
	*A Approve 2019 Vouchers	Barb
	*B Approve City Council Special Meeting Minutes of January 18-19, 2019	Kathy
	*C Approve City Council Regular Meeting Minutes of January 22, 2019	Kathy
	*D Approve City Council Special Meeting Minutes of February 5, 2019	Kathy
	*E Approve City Council Special Meeting Minutes of February 19, 2019	Kathy

**Lake Stevens City Council Regular Meeting Agenda**

**February 26, 2019**

- |                        |    |   |         |
|------------------------|----|---|---------|
|                        | *F | Approve Distribution of Vessel Registration Fee Cooperative Agreement with Snohomish County | John D. |
|                        | *G | Approve Real Property Acquisition in Industrial Area for Decant Facility                    | Gene    |
| <b>PUBLIC HEARING:</b> | *H | Adopt Resolution No. 2019-05 Setting the 2019 Comprehensive Plan Docket                     | Russ    |
|                        | *I | Approve Ordinance No. 1048 concerning Wireless Communication Facilities                     | Josh    |
| <b>ACTION ITEMS:</b>   | *J | Approve Resolution No. 2019-02 Setting Rates, Fees and Deposits                             | Josh    |

**DISCUSSION ITEMS:**

**EXECUTIVE SESSION:**

**ADJOURN**

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

**NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions.**

BLANKET VOUCHER APPROVAL  
**2019**

Payroll Direct Deposits	2/8/2019	\$213,632.55
Payroll Checks	47130	\$1,764.95
Tax Deposit(s)		\$202,391.83
Electronic Funds Transfers	ACH	\$77,461.57
Claims	47129, 47131-47263	\$620,340.91
Void Checks	45333, 45635, 46358, 47012, 47023, 47056, 47129	(\$2,573.04)
Total Vouchers Approved:		\$1,113,018.77

**This 26th day of February 2019**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Finance Director/Auditing Officer

\_\_\_\_\_  
Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

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Councilmember

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Councilmember

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Councilmember

\_\_\_\_\_  
Councilmember

February 26th, 2019



**City Expenditures by Type on this voucher packet**

Personnel Costs	\$	215,398	19%
Payroll Federal Taxes	\$	77,462	7%
Retirement Benefits - Employer	\$	52,325	5%
Medical Benefits - Employer	\$	137,389	12%
Other Employer paid Benefits	\$	3,747	0%
Employee paid benefits - By Payroll	\$	15,428	1%
Supplies	\$	65,263	6%
Professional Services	\$	224,370	20%
Intergovernmental	\$	132,495	12%
Capital *	\$	169,098	15%
Debt Payments	\$	22,618	2%
Void Check	\$	(2,573)	-0.2%
<b>Total</b>	<b>\$</b>	<b>1,113,019</b>	<b>100%</b>

**Large Purchases**

\* Safe routes to school project - 91st & 4th St SE - \$88,222



Total for Period
<b>\$900,194.31</b>

**Checks to be approved for period 01/31/2019 - 02/20/2019**

Vendor: Accela Inc  
Check Number: 47145

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV-ACC44048	2/20/2019	510 006 518 80 49 29	LR - Accela/Springbrook	Hosted Cloud Maintenance Year 7	\$15,142.55
					<b>\$15,142.55</b>

Vendor: Ace Hardware  
Check Number: 47146

Invoice No	Check Date	Account Number	Account Name	Description	Amount
60166	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Street Paint	\$209.02
61691	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Duct Tape/Drill Bit Set	\$66.37
61775	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Kerosene/Primer/Roller Cover	\$196.87
61808	2/20/2019	001 012 572 20 48 00	CS-Library-Repair & Maint.	Adjust A Flush/Flush Sure Fit/Razor Toilet Repair - Lirbrary	\$45.68
61835	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Mower Cord	\$6.52
61840	2/20/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Lock Entry/Keys	\$38.06
61869	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Spray Paint for Trailer PW72	\$5.00
61869	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Spray Paint for Trailer PW72	\$5.00
61872	2/20/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Keys for VIC	\$10.85
61885	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Tool Pouch/Wire Cutter/Connectors/Washers	\$95.81
61892	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Coil Chain/Spring Snap/Clamp/Respirator	\$98.94
61914	2/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Cover Box/Tape/Snap Conn	\$26.40
61931	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Kerosene	\$81.66
61931	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Kerosene	\$81.66
61955	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Delcer	\$10.86
61955	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Delcer	\$10.87
61955	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Delcer	\$10.87
61966	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Fasteners	\$5.85
61972	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Peak Wash/Deicer	\$5.43
61975	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Heater/Tarp	\$239.55
61976	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Fuse	\$3.26
61978	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Street Pushbroom/Shovel - Snow Removal Tools	\$81.65
61985	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Tarp	\$48.99
61992	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Salt Softener - Snow Removal Tools	\$29.89
62000	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Snow Shovels	\$70.76
62000	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Snow Shovels	\$70.77
62032	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Screwdriver Set/Nipples/Couplings	\$158.61
62040	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Nipples	\$38.06
					<b>\$1,753.26</b>

Vendor: Adrian  
Check Number: 47147

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021419 ADRIAN	2/20/2019	001 007 558 50 41 01	PL-CA-Developer Reimb	Refund of Deposit Paid for Consultant Fees	\$277.37
					<b>\$277.37</b>

Vendor: AFLAC  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
000603	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,583.76
					\$1,583.76

Vendor: Amazon Capital Services  
Check Number: 47148

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11L1-6RGH-G6CF	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Wire Surveillance Earpiece	\$84.94
141R-G1LR-C9KT	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Cork Bulletin Board 2x3ft	\$143.16
141R-G1LR-VM44	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Wireless Keyboard	\$35.28
1613-Y1DJ-7HGF	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	STD Rail Mounted Strobing Tactical Light	\$582.60
167K-MT49-3RKT	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Laptop Shoulder Bag for Surface Pro	\$32.66
16FG-H3JF-KYJT	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Art Alternative Prof Landscaping Template	\$33.37
17W4-LRPQ-VFMR	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tactical Ear Quick Release Adapter	\$37.31
19L7-1N9D-MMVP	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Camera Case/Wireless Remote/Lens Cleaning Kit	\$235.44
1KGG-YLFT-1TFY	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Shop Vac	\$70.77
1KGG-YLFT-4RVT	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Remote Speaker Microphone	\$84.94
1PKJ-QKTN-FKHJ	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Nikon Camera/Lens/Tripod/Speedlight/Recharge Battery	\$1,407.93
1O4K-6DHT-HW7M	2/20/2019	520 008 594 21 63 00	Capital Equipment	Roof Prism Binocular	\$496.58
1W71-9LTF-NWNH	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Cork Bulletin Board 2x3ft	\$42.50
1X74-NH6F-YLKV	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	E-Port/Wireless Mouse/Monitor	\$382.22
1YGG-FHWG-N371	2/20/2019	001 007 558 50 31 02	PL-Permit Related Op. Costs	Stand Up Desk - Plan Review Table	\$173.15
1YGG-FHWG-V1TF	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Airtight Food Storage Combo	\$96.11
1YMV-3XG1-44CK	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Portable External Hard Drives	\$64.25
1YMV-3XG1-L6KY	2/20/2019	001 005 518 10 31 00	HR-Office Supplies	USB Flash Drives	\$28.30
					\$4,031.51

Vendor: Amec Foster Wheeler Environmental Inc  
Check Number: 47149

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S51701155	2/20/2019	305 010 594 76 60 00	North Cove Park Capital	Cultural Resoucrs Survey/Supp 6/Civic Campus	\$2,306.16
					\$2,306.16

Vendor: American Abatement and Demo LLC  
Check Number: 47150

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1557	2/20/2019	305 010 594 76 60 00	North Cove Park Capital	Asbestos Removal - Family Center	\$7,840.80
1561	2/20/2019	305 010 594 76 60 00	North Cove Park Capital	Asbestos Removal - Community Center	\$5,431.82
					\$13,272.62

Vendor: American Forest Management Inc  
Check Number: 47151

Invoice No	Check Date	Account Number	Account Name	Description	Amount
116194	2/20/2019	001 010 576 80 41 00	PK-Professional Services	Arborist Work - 12414 36th St NE	\$425.00
					\$425.00

Vendor: Anderson  
Check Number: 47131

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021419 ANDERSON	2/7/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals ARIDE Seattle - A Anderson	\$46.00
					\$46.00

Vendor: Assoc of Washington Cities EFT  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$134,879.41
020819	2/7/2019	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$1.29)
020819T	2/7/2019	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Premium	\$2,509.28
020819T	2/7/2019	001 010 576 80 20 00	PK-Benefits	Teamster Dental Premium	(\$62.21)
020819T	2/7/2019	001 013 518 30 20 00	GG-Benefits	Teamster Dental Premium	(\$62.22)
020819T	2/7/2019	101 016 542 30 20 00	ST-Benefits	Teamster Dental Premium	(\$248.85)
020819T	2/7/2019	410 016 531 10 20 00	SW-Benefits	Teamster Dental Premium	(\$248.85)
					\$136,765.27

Vendor: Atlas Business Solutions Inc  
Check Number: 47152

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV298437	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Schedule Anywhere License	\$885.60
					\$885.60

Vendor: Bay Alarm Company  
Check Number: 47132

Invoice No	Check Date	Account Number	Account Name	Description	Amount
304360190115M	2/7/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Finance Charge - Bay Alarm	\$1.55
					\$1.55

Vendor: Brazel  
Check Number: 47153

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031019 BRAZEL	2/20/2019	001 002 513 11 43 00	AD-Travel & Meetings	PerDiem - Meals NLC Washington DC - Brazel	\$171.75
					\$171.75

Vendor: Business Card  
Check Number: 47154

Invoice No	Check Date	Account Number	Account Name	Description	Amount
ANDERSON 0219	2/20/2019	001 008 521 20 43 01	LE-Business Meetings	Employee Appreciation Lunch	\$43.56
ANDERSON 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Fred Pryor - Olson	\$199.00
ANDERSON 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	PRA/OPMA Case Law Registration - J Anderson	\$35.00
ANDERSON 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration 2019 NAGARA Winter Forum - J Anderson	\$149.00
ANDERSON 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration 2019 Washington Safety Summit - J Anderson	\$100.00
BARNES 0219	2/20/2019	001 008 521 20 42 00	LE-Communication	Work Phone Cell Phone Cover	\$20.68
BARNES 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Hotel - Advance M/C Training Shelton - Aukerman	\$152.90
BEAZIZO 0219	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Gym Mats	\$447.00
BEAZIZO 0219	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Traffic Counters Replacement Equip	\$102.50
BEAZIZO 0219	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Thumbnails	\$9.99
BEAZIZO 0219	2/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	Flights - NOVATime Conf Las Vegas - Beazizo	\$308.09
BEAZIZO 0219	2/20/2019	001 008 521 21 48 00	LE-Boating Repair & Maint	Bobbin for Inflatable	\$170.79
BEAZIZO 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - Crisis Hostage Negotiaion - A Anderson	\$495.00
BEAZIZO 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - High Threat COB Instructor - Barnes	\$662.50
BRAZEL 0219	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	Credit - Council Retreat Conf Room Reservation	(\$125.80)
BRAZEL 0219	2/20/2019	001 001 511 60 49 02	Legislative - C.C.Retreat	Council Retreat Hotel/Food/Facility/Equip Semiahmoo	\$4,131.60
BRAZEL 0219	2/20/2019	001 002 513 11 43 00	AD-Travel & Meetings	Flight - WCMA Conference Oregon - Brazel	\$169.10
BRAZEL 0219	2/20/2019	001 002 513 11 43 00	AD-Travel & Meetings	Flight Travel Insurance - WCMA Conf Oregon - Brazel	\$21.00
BRAZEL 0219	2/20/2019	001 002 513 11 43 00	AD-Travel & Meetings	Lunch Transp Package Hearing Olympia Brazel/Spencer/Hilt/Levy	\$71.27
BRAZEL 0219	2/20/2019	001 002 513 11 49 00	AD-Staff Development	Registration WA Operator Workshop Ocean Shores - Brazel	\$250.00

BRAZEL 0219	2/20/2019	001 002 513 11 49 01	AD-Miscellaneous	Fuel Transp Package Hearing Olympia Brazel/Spencer/Hilt/Levy	\$48.02
BROOKS 0219	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Card Stock Paper	\$29.91
DURPOS 0219	2/20/2019	001 003 514 20 49 02	CC-Staff Development	PRA and OPMA Case Law Update Registration	\$35.00
DURPOS 0219	2/20/2019	101 016 542 30 49 01	ST-Staff Development	Public Records Act Training - Knoepfle	\$62.50
DURPOS 0219	2/20/2019	101 016 542 30 49 01	ST-Staff Development	Washington Operator Workshop Registration - Durpos	\$125.00
DURPOS 0219	2/20/2019	410 016 531 10 49 01	SW-Staff Development	Public Records Act Training - Knoepfle	\$62.50
DURPOS 0219	2/20/2019	410 016 531 10 49 01	SW-Staff Development	Washington Operator Workshop Registration - Durpos	\$125.00
DYER 0219	2/20/2019	001 008 521 20 43 01	LE-Business Meetings	LE Appreciation Day Lunch	\$43.56
DYER 0219	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA Membership Dues	\$50.00
DYER 0219	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	IACP Membership Dues	\$190.00
DYER 0219	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	LS Rotary Club Dues	\$130.00
DYER 0219	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	Police Executive Research Forum Dues	\$200.00
ESHLEMAN 0219	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Hot Cups/Cutlery	\$8.17
ESHLEMAN 0219	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Hot Cups/Cutlery	\$8.18
ESHLEMAN 0219	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Hot Cups/Cutlery	\$8.18
ESHLEMAN 0219	2/20/2019	410 016 531 10 32 00	SW-Fuel	Ethanol Fuel	\$73.69
GOOD 0219	2/20/2019	001 002 513 11 31 00	AD-Office Supply	Notary Self Inking Stamp - Good	\$54.45
GOOD 0219	2/20/2019	001 005 518 10 41 00	HR-Professional Services	Assoc of Washington Cities 10-Pack of Job Postings	\$350.00
GOOD 0219	2/20/2019	001 005 518 10 43 00	HR-Travel & Meetings	Flights - NOVAtime Conf Las Vegas - Good	\$327.10
MINER 0219	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Heavy Duty Dog Door K9 Donation	\$114.29
MINER 0219	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	K9 Accountability Software Annual Subscription	\$175.00
MINER 0219	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Nylon Lead/Long Lines/Feed Pan K9 Donation	\$89.93
SMITH 0219	2/20/2019	001 005 518 10 43 00	HR-Travel & Meetings	Flights - NOVAtime Conf Las Vegas - Smith	\$327.10
STEVENS B 0219	2/20/2019	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	\$5.43
STEVENS B 0219	2/20/2019	001 003 514 20 49 00	CC-Miscellaneous	Snohomish County Cities Membership Renewal	\$200.00
STEVENS B 0219	2/20/2019	001 004 514 23 49 00	FI-Miscellaneous	WPTA Annual Membership	\$40.00
STEVENS T 0219	2/20/2019	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
STEVENS T 0219	2/20/2019	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$86.18
STEVENS T 0219	2/20/2019	001 008 521 21 31 00	LE-Boating Minor Equipment	Postage Return Mobil Demand Tablet	\$27.02
STEVENS T 0219	2/20/2019	001 012 557 30 40 01	CS - VIC Utilities	Internet Services - VIC	\$81.56
STEVENS T 0219	2/20/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$153.36
STEVENS T 0219	2/20/2019	510 006 518 80 49 17	LR - .GOV Domain	Domain Renewal	\$400.00
UBERT 0219	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Silicone Supply Kits	\$156.99
UBERT 0219	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Flights - K9 Training Arizona - A Michael	\$553.20
UBERT 0219	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Flights - K9 Training Arizona - R Miner	\$673.19
UBERT 0219	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	LexisNexis Dec 2018 Commitment Balance	\$54.45
UBERT 0219	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	SurveyMonkey Annual Plan	\$384.00
UBERT 0219	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	2019 LEIRA Membership Dues	\$350.00
UBERT 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	LEIRA PDR Training - Fox	\$100.00
UBERT 0219	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	PRA/OPMA Case Law Registration - Ubert	\$35.00
WRIGHT 0219	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Sketch Paper for Park Design	\$28.52
WRIGHT 0219	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers Adrian DNS	\$14.96
WRIGHT 0219	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers LUA2018-0207 Cedar SP	\$33.49
WRIGHT 0219	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers North Cove	\$19.06
WRIGHT 0219	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers PW Shop/Inglebretson	\$51.75
WRIGHT 0219	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Postcard Mailers ROW Vacation	\$19.32
WRIGHT 0219	2/20/2019	001 007 559 30 49 01	PB-Staff Development	Building Official 2019 Conference - Williamson	\$355.00
WRIGHT 0219	2/20/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th St Boundary Line Adjustment Recording	\$361.00

\$14,340.42



Vendor: Cadman Inc  
Check Number: 47155

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1658146	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$709.80
1658146	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$709.80
1658328	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$709.80
1658328	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$709.80
1658501	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$273.00
1658501	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$273.00
1658803	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$273.00
1658803	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$273.00
1659190	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$273.00
1659190	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$273.00
1659191	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	ECO Blocks	\$273.00
1659191	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	ECO Blocks	\$273.00
					\$5,023.20

Vendor: Canon Financial Services Inc  
Check Number: 47156

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19771369	2/20/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Maintenance - City Hall Feb 2019	\$285.00
19772251	2/20/2019	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance - City Shop Feb 2019	\$17.07
19772251	2/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance - City Shop Feb 2019	\$17.06
					\$319.13

Vendor: Carlson  
Check Number: 47157

Invoice No	Check Date	Account Number	Account Name	Description	Amount
013119 ALLPHASE	2/20/2019	101 016 542 30 41 02	ST-Professional Service	Tree Removal	\$2,831.40
					\$2,831.40

Vendor: CDW Government Inc  
Check Number: 47158

Invoice No	Check Date	Account Number	Account Name	Description	Amount
QSR1950	2/20/2019	001 007 558 50 31 01	PL-Operating Costs	Credit LCD Projector Key	(\$104.04)
QVM1334	2/20/2019	510 006 518 80 49 03	LR - Adobe Pro	Adobe Acrobat Pro	\$8,852.46
QVT0835	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	HAVIS Equip K9 Vehicle PT-18-85	\$726.36
QWN1662	2/20/2019	001 006 518 80 31 00	IT-Office Supplies	Logi Wireless Mouse	\$91.38
QXH5748	2/20/2019	001 006 518 80 31 00	IT-Office Supplies	Logi Wireless Keyboard/Mouse	\$131.66
QZZ2645	2/20/2019	520 008 594 21 63 00	Capital Equipment	Honeywell Xenon USB Cable	\$44.92
RBB9005	2/20/2019	520 008 594 21 63 00	Capital Equipment	Honeywell Xenon Scanner	\$1,015.78
					\$10,758.52

Vendor: Central Welding Supply  
Check Number: 47159

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN01191022	2/20/2019	101 015 543 30 31 00	ME - Operating Costs	Arqon Gas	\$17.55
					\$17.55

Vendor: City of Marysville  
Check Number: 47160

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19-001	2/20/2019	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Jan 2019	\$18,530.40
					\$18,530.40

Vendor: Code Publishing Co Inc  
Check Number: 47161

Invoice No	Check Date	Account Number	Account Name	Description	Amount
62469	2/20/2019	001 003 514 20 41 00	CC-Professional Services	Ordinances 1044/1047	\$115.91
					\$115.91

Vendor: Columbia Ford Lincoln Mercury  
Check Number: 47162

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3-J1932 B139	2/20/2019	530 016 594 48 60 00	Purchase Of Capital Equipment	2018 Ford F150 Crew Cab - Quote 2019-1-617	\$39,553.53
					\$39,553.53

Vendor: Comcast  
Check Number: 47163

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0219 COMCAST	2/20/2019	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
0219 COMCAST	2/20/2019	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$86.18
0219 COMCAST	2/20/2019	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	\$178.16
0219 COMCAST	2/20/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$153.36
					\$523.88

Vendor: Comdata Inc  
Check Number: 47164

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20311229	2/20/2019	001 008 521 20 32 00	LE-Fuel	PD Fuel - Jan 2019	\$429.72
					\$429.72

Vendor: Crystal Springs  
Check Number: 47165

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16015194 020219	2/20/2019	001 008 521 50 30 00	LE-Facilities Supplies	Bottled Water - Police Department	\$156.01
5249844 020119	2/20/2019	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$112.39
5249844 020119	2/20/2019	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$71.43
5249844 020119	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$71.42
5249844 020119	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$157.62
5249844 020119	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$157.62
					\$726.49

Vendor: Dataquest LLC  
Check Number: 47166

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7842	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Background Check - New Employee Gassaway	\$54.00
7842	2/20/2019	001 010 576 80 41 00	PK-Professional Services	Background Check - New Employee McDermott	\$18.00
7842	2/20/2019	101 016 542 30 41 02	ST-Professional Service	Background Check - New Employee McDermott	\$18.00
7842	2/20/2019	410 016 531 10 41 01	SW-Professional Services	Background Check - New Employee McDermott	\$18.00
					\$108.00

Vendor: Datec Inc  
Check Number: 47167

Invoice No	Check Date	Account Number	Account Name	Description	Amount
33996	2/20/2019	001 008 521 21 31 00	LE-Boating Minor Equipment	Panasonic TOUGH PAD/Warranty	\$3,593.70
					\$3,593.70

Vendor: Davido Consulting Group Inc  
Check Number: 47168

Invoice No	Check Date	Account Number	Account Name	Description	Amount
23434	2/20/2019	309 016 595 61 60 01	Safer Routes - 91st/4th St.SE	91st Ave Improvement Project	\$60.50
					\$60.50

Vendor: Day Wireless Systems  
Check Number: 47169

Invoice No	Check Date	Account Number	Account Name	Description	Amount
479384	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Onsite SMD Calibrations	\$76.23
480907	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Calibrate New SMD Laser	\$76.79
481448	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Calibrate Handheld SMD	\$76.23
					\$229.25

Vendor: Dept of Retirement (Deferred Comp)  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,420.00
					\$2,420.00

Vendor: Dept of Retirement PERS LEOFF  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$52,325.41
					\$52,325.41

Vendor: Dept of Revenue  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
013119 DOR	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Excise Taxes Jan 2019	\$17.80
013119 DOR	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Excise Taxes Jan 2019	\$6.84
013119 DOR	2/20/2019	001 008 521 20 31 04	LE-Donation Exp - Other	Excise Taxes Jan 2019	\$220.28
013119 DOR	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Excise Taxes Jan 2019	\$108.45
013119 DOR	2/20/2019	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes Jan 2019	\$392.58
013119 DOR	2/20/2019	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes Jan 2019	\$832.08
013119 DOR	2/20/2019	510 006 518 80 49 09	LR - Social Media Archive	Excise Taxes Jan 2019	\$58.21
					\$1,636.24

Vendor: Diamante Cleaning Experts LLC  
Check Number: 47170

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services	\$65.00
6	2/20/2019	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services	\$65.00
6	2/20/2019	001 008 521 20 41 00	LE-Professional Services	Janitorial Services	\$390.00
6	2/20/2019	001 010 576 80 41 00	PK-Professional Services	Janitorial Services	\$65.00
6	2/20/2019	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services	\$65.00
6	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$65.00
6	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$98.00
6	2/20/2019	101 016 542 30 41 02	ST-Professional Service	Janitorial Services	\$65.00
6	2/20/2019	410 016 531 10 41 01	SW-Professional Services	Janitorial Services	\$65.00
7	2/20/2019	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services	\$65.00
7	2/20/2019	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services	\$65.00
7	2/20/2019	001 008 521 20 41 00	LE-Professional Services	Janitorial Services	\$390.00
7	2/20/2019	001 010 576 80 41 00	PK-Professional Services	Janitorial Services	\$65.00

7	2/20/2019	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services	\$65.00
7	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$65.00
7	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$98.00
7	2/20/2019	101 016 542 30 41 02	ST-Professional Service	Janitorial Services	\$65.00
7	2/20/2019	410 016 531 10 41 01	SW-Professional Services	Janitorial Services	\$65.00
					\$1,886.00

Vendor: Dicks Towing Inc  
Check Number: 47171

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0181195	2/20/2019	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2019-01409	\$126.16
					\$126.16

Vendor: DiJulio  
Check Number: 47172

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8856	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Star Ornament Tree Top - Winterfest	\$345.04
					\$345.04

Vendor: DR Smith Company Inc  
Check Number: 47173

Invoice No	Check Date	Account Number	Account Name	Description	Amount
47432	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	PW Shop Air Compressor	\$7,361.22
47432	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	PW Shop Air Compressor	\$7,361.23
47461	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	PW Shop Air Compressor Oil/Water Separator	\$291.31
47461	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	PW Shop Air Compressor Oil/Water Separator	\$291.31
					\$15,305.07

Vendor: Drivers License Guide Co  
Check Number: 47174

Invoice No	Check Date	Account Number	Account Name	Description	Amount
743708	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	2019 ID Checking Guide	\$29.95
					\$29.95

Vendor: Dunlap Industrial Hardware  
Check Number: 47175

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1422648-01	2/20/2019	101 016 542 90 31 01	ST-Clothing	Bib Quilt Zip	\$93.23
					\$93.23

Vendor: EFTPS  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$77,461.57
					\$77,461.57

Vendor: Everett Stamp Works  
Check Number: 47176

Invoice No	Check Date	Account Number	Account Name	Description	Amount
26262	2/20/2019	001 007 559 30 31 00	PB-Office Supplies	Blank Sig Ideals - Farmer/Williamson	\$72.80
					\$72.80

Vendor: Evergreen Concrete Cutting Inc  
Check Number: 47177

Invoice No	Check Date	Account Number	Account Name	Description	Amount
153261	2/20/2019	305 010 594 76 60 00	North Cove Park Capital	North Cove Wall Sawing/Asphalt Cutting	\$2,462.23
					\$2,462.23

Vendor: Fastenal Company  
Check Number: 47178

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WAARN126622	2/20/2019	101 016 517 60 31 00	ST-Safety Program	Winter Gloves	\$150.01
WAARN126622	2/20/2019	410 016 517 60 31 00	SW-Safety Program	Winter Gloves	\$150.01
					\$300.02

Vendor: FBI - LEEDA  
Check Number: 47179

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200023325	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	CLI Training Marysville - Barnes	\$695.00
200023475	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	CLI Training Marysville - Thomas	\$695.00
200023540	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	ELI Training Lakewood - R Brooks	\$695.00
200023541	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	ELI Training Lakewood - J Ubert	\$695.00
200023542	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	ELI Training Lakewood - Beazizo	\$695.00
200023594	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	CLI Training Marysville - Miner	\$695.00
200023595	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	CLI Training Marysville - Summers	\$695.00
200023596	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	CLI Training Marysville - Valvick	\$695.00
200024522	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	SLI Training Marysville - Starkenburg	\$695.00
200024523	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	SLI Training Marysville - LeBlanc	\$695.00
53436406-19	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	FBI-LEEDA 2019 Dues - Summers	\$50.00
					\$7,000.00

Vendor: Feldman and Lee  
Check Number: 47180

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 FELDMAN	2/20/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services Jan 2019	\$10,000.00
					\$10,000.00

Vendor: Fox  
Check Number: 47181

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021919 FOX	2/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal PDR Beginner Everett - Fox	\$40.00
					\$40.00

Vendor: Frontier  
Check Number: 47182

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021919 FRONTIER	2/20/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services Museum	\$211.39
021919 FRONTIER	2/20/2019	001 013 518 20 42 00	GG-Communication	Fax Services City Hall	\$27.91
021919 FRONTIER	2/20/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	\$59.80
021919 FRONTIER	2/20/2019	101 016 543 30 42 00	ST-Communications	Fax Services City Hall	\$27.91
021919 FRONTIER	2/20/2019	410 016 531 10 42 00	SW-Communications	Fax Services City Hall	\$27.90
					\$354.91

Vendor: Glens Welding and Machine Inc  
Check Number: 47183

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11802	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	MS193T Replacement	\$362.59
S11846	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Oil/Chain Sharpen - Ponds & Trail Clean Up	\$871.04
S11856	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Oil Cap/Gas Cap - Chain Saws/Weed Eaters	\$19.56
S11876	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Shaft Weed Eater	\$80.03
S11934	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Chains - Chainsaws	\$67.52

S12088	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Tube/Chain - Saw	\$87.11
					\$1,487.85

Vendor: Global Med Industries LLC  
Check Number: 47184

Invoice No	Check Date	Account Number	Account Name	Description	Amount
HS344836	2/20/2019	001 008 521 20 31 04	LE-Donation Exp - Other	HeartStart OnSite Defibrillator	\$2,475.00
HS344945	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	HeartStart SMART Pads	\$200.00
					\$2,675.00

Vendor: Gracie Global  
Check Number: 47185

Invoice No	Check Date	Account Number	Account Name	Description	Amount
GG-08078	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration GST Level 1 Cert Renton - Holland	\$895.00
					\$895.00

Vendor: Grange Supply  
Check Number: 47186

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6181374/4	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Kero Fuel	\$84.91
					\$84.91

Vendor: Granite Construction Supply  
Check Number: 47187

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00075157	2/20/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Posts/Bases/Anchors - Signs	\$2,298.22
262_00075197	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Boat Launch Sign	\$241.34
262_00075198	2/20/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Bike/Pedestrian/Trail/Look Signs	\$654.91
262_00075343	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Paint	\$8.75
					\$3,203.22

Vendor: Griffen  
Check Number: 47188

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8Z1161383	2/20/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
9Z0102980	2/20/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
					\$600.00

Vendor: Halverson  
Check Number: 47189

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819HALVERSON	2/20/2019	001 010 576 80 43 00	PK-Travel & Meetings	PerDiem - Mileage CC Retreat - Halverson	\$33.64
011819HALVERSON	2/20/2019	101 016 543 30 43 00	ST-Travel & Meetings	PerDiem - Mileage CC Retreat - Halverson	\$33.64
011819HALVERSON	2/20/2019	410 016 531 10 43 00	SW-Travel & Meetings	PerDiem - Mileage CC Retreat - Halverson	\$33.64
					\$100.92

Vendor: Heinemann  
Check Number: 47133

Invoice No	Check Date	Account Number	Account Name	Description	Amount
091618	2/7/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - SWAT Annual/Salem OR - G Heinemann	\$115.00
					\$115.00

Vendor: HERC Rentals Inc  
Check Number: 47190

Invoice No	Check Date	Account Number	Account Name	Description	Amount
30253608-005	2/20/2019	410 016 531 10 45 01	SW-Rentals-Leases	Scissor Lift Rental	\$397.49
					\$397.49

Vendor: Hilt  
Check Number: 47191

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 HILT	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Mileage CC Retreat - Hilt	\$103.24
030919 HILT	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals NLC Washington DC - Hilt	\$230.50
121318 HILT	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Mileage WA Wire Conf Seattle - Hilt	\$58.00
					\$391.74

Vendor: Honey Bucket  
Check Number: 47192

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550948295	2/20/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
0550954027	2/20/2019	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Event Swim Beach	\$269.65
0550967415	2/20/2019	305 010 594 76 60 00	North Cove Park Capital	Fencing for North Cove Park Project	\$359.37
					\$746.52

Vendor: Horizon Distributors Inc  
Check Number: 47193

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M079037	2/20/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	Snow Ice Melt	\$583.76
					\$583.76

Vendor: Hough Beck & Baird Inc  
Check Number: 47194

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12499	2/20/2019	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design Jan 2019	\$1,290.01
					\$1,290.01

Vendor: HRA VEBA Trust YA20192  
Check Number: 47134

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$743.24
					\$743.24

Vendor: HSA Bank  
Check Number: 47135

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	\$630.99
					\$630.99

Vendor: J Thayer Company Inc  
Check Number: 47195

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1325016-0	2/20/2019	001 006 518 80 31 00	IT-Office Supplies	InkCart	\$84.89
1325016-0	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Files/Staples	\$23.04
1325016-0	2/20/2019	001 007 559 30 31 00	PB-Office Supplies	Files	\$7.33
1325016-0	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Paper/Erasers/Pocket Files	\$21.67
1325016-0	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Stamp	\$8.86
1325016-0	2/20/2019	101 016 544 90 31 01	ST-Office Supplies	Paper/Erasers/Pocket Files	\$21.66
1325016-0	2/20/2019	410 016 531 10 31 01	SW-Office Supplies	Paper/Erasers/Pocket Files	\$21.66
1325741-0	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Paper/Hanqers/Note Holder/Clips	\$453.20
1325948-0	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Handwash Foam	\$107.09
1326675-0	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Index Tabs	\$11.77
1326789-0	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Paper/Flags/Copy Stamp/Tabs	\$2.72
1326789-0	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Paper/Flags/Copy Stamp/Tabs	\$314.76

1329035-0	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Staplers/Hold Punch/Files/Calculator	\$50.54
1329035-0	2/20/2019	001 007 559 30 31 00	PB-Office Supplies	Folders/Env Moistener/Stapler/Files	\$57.25
1329035-0	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Flags/Steno Pads	\$48.66
1329322-0	2/20/2019	101 016 544 90 31 01	ST-Office Supplies	Index Tabs/Binders/Sheet Protectors	\$79.59
1329322-0	2/20/2019	410 016 531 10 31 01	SW-Office Supplies	Index Tabs/Binders/Sheet Protectors	\$79.59
1329589-0	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Pens/Toners	\$429.46
C1323922-0	2/20/2019	001 008 521 20 31 00	LE-Office Supplies	Credit Legal Pad Paper	(\$18.49)
C1325016-0	2/20/2019	001 013 518 20 31 00	GG-Operating Costs	Credit - File Folders	(\$14.65)
					\$1,790.60

Vendor: Kaiser Permanente  
Check Number: 47196

Invoice No	Check Date	Account Number	Account Name	Description	Amount
67835661	2/20/2019	001 008 521 20 41 00	LE-Professional Services	New Employee Health Screening	\$102.00
					\$102.00

Vendor: Kiehn  
Check Number: 47136

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020119 KIEHN	2/7/2019	001 013 518 20 31 00	GG-Operating Costs	Garbage Disposal Reimbursement-12202 N Lakeshore Dr Unit 6	\$81.66
					\$81.66

Vendor: Kiehn  
Check Number: 47197

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021419 KIEHN	2/20/2019	001 000 589 10 00 00	Refund of Deposits	Refund Security Deposit 12202 N Lakeshore Dr 6	\$400.00
					\$400.00

Vendor: Kim PS Inc  
Check Number: 47198

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6Z0814216	2/20/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$60.00
8Z0452877	2/20/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$60.00
					\$120.00

Vendor: Lake Industries LLC  
Check Number: 47199

Invoice No	Check Date	Account Number	Account Name	Description	Amount
279029	2/20/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	Washed Screened Sand	\$224.04
					\$224.04

Vendor: Lake Stevens Chamber of Commerce  
Check Number: 47200

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020119 CHAMBER	2/20/2019	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC Feb 2019	\$1,500.00
					\$1,500.00

Vendor: Lake Stevens Police Guild  
Check Number: 47137

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,143.50
					\$1,143.50

Vendor: Lake Stevens School District  
Check Number: 47201

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0018190066	2/20/2019	001 007 559 30 32 00	PB-Fuel	Fuel	\$161.63



0018190066	2/20/2019	001 008 521 20 32 00	LE-Fuel	Fuel	\$6,286.03
0018190066	2/20/2019	101 016 542 30 32 00	ST-Fuel	Fuel	\$1,928.40
0018190066	2/20/2019	410 016 531 10 32 00	SW-Fuel	Fuel	\$1,359.34
					\$9,735.40

Vendor: Lake Stevens Sewer District

Check Number: 47202

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020119 LSSD	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr	\$86.00
020119 LSSD	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station	\$86.00
020119 LSSD	2/20/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms	\$86.00
020119 LSSD	2/20/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park	\$172.00
020119 LSSD	2/20/2019	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library	\$86.00
020119 LSSD	2/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall	\$172.00
020119 LSSD	2/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Family Center	\$86.00
020119 LSSD	2/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Permit Center	\$86.00
020119 LSSD	2/20/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
020119 LSSD	2/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer - 12202 Vernon Rd	\$860.00
020119 LSSD	2/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer - 12207 North Lane NE	\$86.00
020119 LSSD	2/20/2019	101 016 543 50 47 00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
					\$1,978.00

Vendor: Lemay Mobile Shredding

Check Number: 47203

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4599331	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD Jan 2019	\$4.93
4599332	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH Jan 2019	\$4.93
					\$9.86

Vendor: LN Curtis & Sons

Check Number: 47204

Invoice No	Check Date	Account Number	Account Name	Description	Amount
CM14177	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Credit Handcuff Taco Pouch	(\$38.12)
INV229710	2/20/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor/Concealable Carrier/Trama Pack - Aukerman	\$1,048.65
INV251688	2/20/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear New Officer - McGuinn	\$577.83
INV252294	2/20/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Uniform Gear New Officer - McGuinn	\$115.60
INV252629	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Name Patch - Beazizo	\$15.19
INV253179	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Velcro Badges	\$84.94
INV253189	2/20/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Pants New Officer - McGuinn	\$97.85
INV253294	2/20/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Boots New Officer - McGuinn	\$98.27
					\$2,000.21

Vendor: Lowes Companies

Check Number: 47205

Invoice No	Check Date	Account Number	Account Name	Description	Amount
911007	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	6 CT 60-In Tall WS Landscape	\$33.26
911007	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	6 CT 60-In Tall WS Landscape	\$33.26
					\$66.52

Vendor: Mackenzie Engineering Inc

Check Number: 47206

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1058163	2/20/2019	002 008 594 18 60 03	Police Dept Chapel Hill	Chapel Hill Civic Center Design Dec 2018	\$14,809.83
					\$14,809.83

Vendor: Meis  
Check Number: 47207

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020719 MEIS	2/20/2019	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - Meal/Mileage SCT Meeting Monroe - Meis	\$36.82
					\$36.82

Vendor: Monroe Correctional Complex  
Check Number: 47208

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MCC1901-964	2/20/2019	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Creq - Jan 2019	\$27.66
MCC1901-964	2/20/2019	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Creq - Jan 2019	\$626.80
MCC1901-964	2/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Creq - Jan 2019	\$112.26
					\$766.72

Vendor: Morgan  
Check Number: 47138

Invoice No	Check Date	Account Number	Account Name	Description	Amount
BLD2017-0579	2/7/2019	003 000 322 10 00 00	Building Permits	Refund overpayment BLD2017-0579	\$47.04
					\$47.04

Vendor: MPH Industries Inc  
Check Number: 47209

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6006998	2/20/2019	001 008 521 20 31 02	LE-Minor Equipment	Cable/Extensions/Cradle/Radar	\$1,305.72
					\$1,305.72

Vendor: National Law Enforcement Firearms Instructors Asso  
Check Number: 47210

Invoice No	Check Date	Account Number	Account Name	Description	Amount
02298	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	Membership NLEFIA - Hingtgen	\$50.00
02376	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration Red Dot Sights for Duty Pistols - Hingtgen	\$350.00
					\$400.00

Vendor: Nationwide Retirement Solution  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,986.67
					\$3,986.67

Vendor: Neofunds by Neopost  
Check Number: 47211

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80346335 0119	2/20/2019	001 008 521 40 49 04	LE-Finance Charges	Postage PD Finance Charges	\$10.53
					\$10.53

Vendor: New York Life  
Check Number: 47139

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	\$496.00
					\$496.00

Vendor: New York Life EFT  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$52.99
020819	2/7/2019	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$51.35
020819	2/7/2019	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$172.85

020819	2/7/2019	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$84.68
020819	2/7/2019	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$83.90
020819	2/7/2019	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$295.53
020819	2/7/2019	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$129.18
020819	2/7/2019	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,471.40
020819	2/7/2019	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$187.27
020819	2/7/2019	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$138.61
020819	2/7/2019	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$419.42
020819	2/7/2019	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$423.80
					\$3,510.98

Vendor: O Reilly Auto Parts

Check Number: 47212

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2757-393348	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Hyd Filter	\$13.56
2960-485613	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Fuel Filter PW29	\$4.41
2960-485613	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Fuel Filter PW29	\$4.41
2960-486931	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Belt Sander	\$44.08
2960-487785	2/20/2019	001 008 521 50 30 02	LE-Fleet Minor Equipment	Wiper Fluid	\$7.60
2960-488315	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	De-Icer	\$52.14
2960-488315	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	De-Icer	\$52.14
2960-488746	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Lock Wrench	\$21.77
2960-488814	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Socket Set	\$27.21
					\$227.32

Vendor: Office of The State Treasurer

Check Number: 47213

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 STATE	2/20/2019	633 000 589 30 00 03	State Building Permit Remit	Jan 2019 State Court Fees	\$373.00
010119 STATE	2/20/2019	633 000 589 30 00 04	State Court Remittance	Jan 2019 State Court Fees	\$21,752.27
					\$22,125.27

Vendor: Ogden Murphy Wallace PLLC

Check Number: 47214

Invoice No	Check Date	Account Number	Account Name	Description	Amount
820846	2/20/2019	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Dec 2018	\$10,400.00
820846	2/20/2019	001 011 515 41 41 01	Ext Consult - PRA	Legal Services Dec 2018	\$3,641.65
820846	2/20/2019	401 070 535 10 41 00	SE-Professional Service	Legal Services Dec 2018	\$5,135.00
821206	2/20/2019	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Jan 2019	\$7,523.00
821206	2/20/2019	001 011 515 41 41 01	Ext Consult - PRA	Legal Services Jan 2019	\$2,866.50
821206	2/20/2019	401 070 535 10 41 00	SE-Professional Service	Legal Services Jan 2019	\$1,045.00
					\$30,611.15

Vendor: Otak Inc

Check Number: 47215

Invoice No	Check Date	Account Number	Account Name	Description	Amount
000021900107	2/20/2019	310 016 544 40 41 00	20th St SE - Professional Srv	20th Street Nursery Property	\$1,586.72
					\$1,586.72

Vendor: Outcomes by Levy LLC

Check Number: 47216

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-01-LS	2/20/2019	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting Jan 2019	\$4,976.21
					\$4,976.21

Vendor: Owen Equipment Company  
Check Number: 47217

Invoice No	Check Date	Account Number	Account Name	Description	Amount
00092211	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Vactor Parts	\$110.07
					\$110.07

Vendor: Pakor Inc NW8935  
Check Number: 47218

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8034113	2/20/2019	001 008 521 20 42 00	LE-Communication	Media for Passports	\$620.34
					\$620.34

Vendor: Pertteet Inc  
Check Number: 47219

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-44	2/20/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II Segment 1 Design	\$60.63
					\$60.63

Vendor: Petersen Brothers Inc  
Check Number: 47220

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1716602	2/20/2019	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repair 1305 Vernon Rd	\$4,004.15
					\$4,004.15

Vendor: Petershagen  
Check Number: 47221

Invoice No	Check Date	Account Number	Account Name	Description	Amount
030919 PETERSHA	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals NLC Washington DC - Petershagen	\$230.05
031019 PETERSHA	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Flights NLC Washington DC - Petershagen	\$676.60
					\$906.65

Vendor: Puget Sound Energy  
Check Number: 47222

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 0219	2/20/2019	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$86.45
24316495 0219	2/20/2019	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$86.46
24316495 0219	2/20/2019	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$86.46
3723810 0219	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$126.41
					\$385.78

Vendor: Pugh  
Check Number: 47223

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020419 PUGH	2/20/2019	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem-Parking/Mileage/Flight Change Laserfiche-Pugh	\$169.94
					\$169.94

Vendor: Radiotronics Inc  
Check Number: 47224

Invoice No	Check Date	Account Number	Account Name	Description	Amount
264516	2/20/2019	001 008 521 20 31 07	LE - Donation Canine Unit	K9 Heat Alarm/Remote Pager K9-18-85	\$1,218.55
					\$1,218.55

Vendor: Rainbow Metals Inc  
Check Number: 47225

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12555	2/20/2019	001 007 571 00 30 00	PL-Park & Recreation	Bronze Plaques	\$1,184.76
					\$1,184.76

Vendor: Republic Services 197  
Check Number: 47226

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002399357	2/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Dumpster Services - 12202 N Lakeshore Dr	\$268.01
0197-002400183	2/20/2019	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services - City Shop	\$684.78
0197-002400183	2/20/2019	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services - City Shop	\$684.78
0197-002400183	2/20/2019	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services - City Shop	\$684.78
0197-002400769	2/20/2019	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services - City Hall	\$150.01
					\$2,472.36

Vendor: Rexel USA Inc  
Check Number: 47227

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U351211	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Coils/Plugs/Box Extender/Pole/Connector	\$183.96
U351211	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Coils/Plugs/Box Extender/Pole/Connector	\$183.97
U353590	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Aluminum Armor Conductor	\$233.27
U353590	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Aluminum Armor Conductor	\$233.28
U369790	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Modular Plug/Snap in Connector	\$46.88
U381768	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Copper Spools/Crimper/Fluke Impact Tool Kit	\$323.31
U381768	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Copper Spools/Crimper/Fluke Impact Tool Kit	\$323.32
					\$1,527.99

Vendor: Right On Heating & Sheet Metal Inc  
Check Number: 47228

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24597	2/20/2019	001 013 518 20 48 00	GG-Repair & Maintenance	HVAC Winter Service	\$166.66
24597	2/20/2019	101 016 542 30 48 00	ST-Repair & Maintenance	HVAC Winter Service	\$166.67
24597	2/20/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	HVAC Winter Service	\$166.67
					\$500.00

Vendor: SirennetCom  
Check Number: 47229

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0236574-IN	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Strobe Preemption PT71	\$448.49
0236676-IN	2/20/2019	520 008 594 21 63 00	Capital Equipment	Harness Internal/Cable/EZ Mount PT81/82/83/84	\$3,028.63
					\$3,477.12

Vendor: Six Robblees Inc  
Check Number: 47230

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-379939	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Sq Link Allow Load	\$897.93
14-380042	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Tubeless Tire	\$129.18
14-380076	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Allow Links/High Voltage Passenger	\$108.21
14-380076	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Allow Links/High Voltage Passenger	\$108.22
					\$1,243.54

Vendor: Smarsh Inc  
Check Number: 47231

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00461110	2/20/2019	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$654.00
					\$654.00

Vendor: Snohomish County 911  
Check Number: 47232

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1139	2/20/2019	001 008 528 00 51 00	LE-Snopac Dispatch	Dispatch Services	\$28,214.30
1216	2/20/2019	001 008 528 00 51 01	LE-SERS Radio Assessment	P2 Annual Radio System Assessment 2019	\$80,348.97
					\$108,563.27

Vendor: Snohomish County Finance Department  
Check Number: 47233

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000494533	2/20/2019	303 008 591 28 78 01	800 MHZ Capital Debt Principal	800 MHP P2 Capital Costs	\$18,257.79
I000494533	2/20/2019	303 008 592 28 83 01	800 MHZ Capital Debt Interest	800 MHP P2 Capital Costs	\$4,360.21
					\$22,618.00

Vendor: Snohomish County Planning  
Check Number: 47234

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000493602	2/20/2019	001 013 518 90 49 05	GG-SnoCo Tomorrow	2019 Snohomish County Tomorrow Dues	\$6,022.00
					\$6,022.00

Vendor: Snohomish County PUD  
Check Number: 47129

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Quote 013119	2/5/2019	305 010 594 76 60 00	North Cove Park Capital	Removal of 35 ft wood pole	\$2,176.00
					\$2,176.00

Vendor: Snohomish County PUD  
Check Number: 47235

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105058947	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$123.52
105064455	2/20/2019	001 012 572 20 47 00	CS-Library-Utilities	200206977 Library	\$732.28
105064455	2/20/2019	001 013 518 20 47 00	GG-Utilities	200206977 Library Water Meter	\$82.51
108376675	2/20/2019	001 010 576 80 47 00	PK-Utilities	200748721 Parks	\$48.26
118294735	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$171.78
118299544	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$63.46
118300947	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202342622 Street Lights	\$89.61
121612364	2/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	222041550 12202 N Lakeshore Dr Apt 3	\$63.39
121614744	2/20/2019	001 013 518 20 47 00	GG-Utilities	200206019 Old City Hall	\$112.17
124930000	2/20/2019	001 012 575 50 47 00	CS-Community Center-Utilities	200860922 Community Center	\$517.26
128213532	2/20/2019	001 010 576 80 47 00	PK-Utilities	202513354 Park lighting	\$20.68
128215317	2/20/2019	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park	\$54.65
131521203	2/20/2019	001 013 518 20 47 00	GG-Utilities	201956075 War Memorial	\$27.05
134821951	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	\$272.69
144678217	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	\$81.70
147970647	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$22.68
147973567	2/20/2019	001 013 518 20 47 00	GG-Utilities	221412273 Admin Annex	\$250.87
151268019	2/20/2019	001 012 557 30 40 01	CS - VIC Utilities	205395999 Visitor Center	\$211.32
151271285	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$11,216.86
151271286	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,264.08
151273351	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal	\$159.39
151278287	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$71.29
154519224	2/20/2019	001 010 576 80 47 00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$41.35
160896034	2/20/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$99.01

164126638	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal	\$232.66
167356581	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203730189 Traffic Signal	\$77.43
167360451	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203115522 Street Light meter	\$173.22
					\$16,281.17

Vendor: Snohomish County PUD

Check Number: 47236

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100374661	2/20/2019	001 013 518 20 47 00	GG-Utilities	201783685 New City Hall	\$441.96
105064456	2/20/2019	001 013 518 20 47 00	GG-Utilities	200245215 Family Center	\$169.19
111666758	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal	\$122.93
114977630	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$102.24
124931702	2/20/2019	001 010 576 80 47 00	PK-Utilities	201513934 Parks	\$73.84
138034028	2/20/2019	001 013 518 20 47 02	GG - Utilities for Rentals	222041535 12202 N Lakeshore Dr	\$727.62
138034483	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$46.93
138037788	2/20/2019	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$69.14
138037788	2/20/2019	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$69.15
138039788	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	\$43.80
138041883	2/20/2019	001 008 521 50 47 00	LE-Facility Utilities	202766820 Police Dept Electric	\$649.52
151265425	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$61.23
151271287	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,239.49
157717910	2/20/2019	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	\$7.46
157717910	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202340527 Decant Yard	\$7.46
157717910	2/20/2019	410 016 531 10 47 00	SW-Utilities	202340527 Decant Yard	\$7.47
160905709	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$48.65
164116144	2/20/2019	001 010 576 80 47 00	PK-Utilities	203203245 Lundeen Restrooms	\$450.23
167356582	2/20/2019	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signal	\$100.78
					\$4,439.09

Vendor: Snohomish County PW S

Check Number: 47237

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000494080	2/20/2019	410 016 531 20 41 00	SW-SnoCo Lake Monitoring	Q4 2018 Lake Monitoring & Gaging	\$4,255.39
					\$4,255.39

Vendor: Snohomish County Treasurer

Check Number: 47238

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 SNOCO	2/20/2019	633 000 589 30 00 06	Crime Victims Compensation	Jan 2019 Crime Victims Compensation	\$325.20
					\$325.20

Vendor: Sound Publishing Inc

Check Number: 47239

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH842433	2/20/2019	001 013 518 30 41 01	GG-Advertising	CC Cancel Workshop/Special Meeting	\$36.24
EDH843877	2/20/2019	001 013 518 30 41 01	GG-Advertising	CC Special Meeting/AWC	\$43.12
EDH844169	2/20/2019	001 013 518 30 41 01	GG-Advertising	CC Cancel Meeting	\$20.76
EDH844456	2/20/2019	001 013 518 30 41 01	GG-Advertising	CC Cancel Workshop/Special Meeting	\$32.80
					\$132.92

Vendor: Sound Security Inc  
Check Number: 47240

Invoice No	Check Date	Account Number	Account Name	Description	Amount
918822	2/20/2019	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring Feb 2019	\$570.87
					\$570.87

Vendor: Spencer  
Check Number: 47241

Invoice No	Check Date	Account Number	Account Name	Description	Amount
030919 SPENCER	2/20/2019	001 001 513 10 43 00	Executive - Travel & Mtgs	PerDiem - Meals NLC Washington DC - Spencer	\$230.50
					\$230.50

Vendor: Springbrook National User Group  
Check Number: 47242

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2596	2/20/2019	001 004 514 23 49 00	FI-Miscellaneous	Annual Springbrook Membership	\$100.00
2599	2/20/2019	001 004 514 23 49 01	FI-Staff Development	Springbrook User Conference Registration - B Stevens	\$650.00
					\$750.00

Vendor: Stericycle Inc  
Check Number: 47243

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004568940	2/20/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: Stevens  
Check Number: 47244

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020119 BSTEVENS	2/20/2019	001 004 514 23 43 00	FI-Travel & Meetings	PerDiem - Mileage Council Retreat - B Stevens	\$103.36
020119 STEVENS	2/20/2019	001 004 514 23 43 00	FI-Travel & Meetings	Flights - NOVATime Conference Las Vegas - B Stevens	\$384.10
020419 BSTEVENS	2/20/2019	001 004 514 23 43 00	FI-Travel & Meetings	PerDiem - Meals/Mileage Laserfiche - B Stevens	\$217.38
					\$704.84

Vendor: Stevens  
Check Number: 47245

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020419 TSTEVENS	2/20/2019	001 006 518 80 43 00	IT-Travel & Meetings	PerDiem - Meals Laserfiche - T Stevens	\$174.00
					\$174.00

Vendor: Stilly Auto Parts Napa LLC  
Check Number: 47246

Invoice No	Check Date	Account Number	Account Name	Description	Amount
912678	2/20/2019	410 016 531 10 35 00	SW-Small Tools	Vise Hammer Shop Tool	\$174.17
					\$174.17

Vendor: Tacoma Screw Products Inc  
Check Number: 47247

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18228991	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Sawzall Blades	\$67.87
18228991	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Sawzall Blades	\$67.87
18228991	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Sawzall Blades	\$67.87
18228992	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Bar/Chain Oil	\$23.89
18228992	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Bar/Chain Oil	\$23.89
18228992	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Bar/Chain Oil	\$23.90
18228993	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Cable Ties/Deck Screws	\$25.25
18228993	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Cable Ties/Deck Screws	\$25.25



18229735	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Male Fitting Brass	\$15.61
18229735	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Male Fitting Brass	\$15.61
18229736	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Gator Square	\$27.27
18229736	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Gator Square	\$27.27
18229737	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Sawzall Blades/Screw Pin Anchor/Deck Screws/Washers	\$121.01
18229737	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Sawzall Blades/Screw Pin Anchor/Deck Screws/Washers	\$121.01
18230021	2/20/2019	101 016 544 90 31 02	ST-Operating Cost	Credit Steel Deck Screws	(\$4.28)
18230021	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Credit Steel Deck Screws	(\$4.29)
					\$645.00

Vendor: Tageant

Check Number: 47248

Invoice No	Check Date	Account Number	Account Name	Description	Amount
030919 TAGEANT	2/20/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals NLC Washington DC - Tageant	\$230.50
					\$230.50

Vendor: Teamsters Local No 763

Check Number: 47140

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,004.00
					\$1,004.00

Vendor: Technological Services Inc

Check Number: 47249

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11493	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Suspension Repairs/Alignment/Warranty Service PT-16-65	\$1,185.99
11537	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Inspection/Tire Rotation A-18-80	\$80.41
11540	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	All Wheel Drive Repairs PT-14-58	\$316.35
11550	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Battery Replacement PT-16-64	\$372.71
11562	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Tune Up/Adaptive Memory PT-16-61	\$952.69
11608	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Cooling System Check/Replace Axle PT-14-58	\$747.22
11689	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repairs PT-17-75	\$1,646.41
11719	2/20/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tire Mount/Service/Brake Inspection PT-17-72	\$707.75
					\$6,009.53

Vendor: Trinity Contractors Inc

Check Number: 47250

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3	2/20/2019	309 016 595 61 60 01	Safer Routes - 91st/4th St.SE	Safe Routes - Sidewalk Improvements	\$88,222.33
					\$88,222.33

Vendor: UPS

Check Number: 47251

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42049	2/20/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$26.12
0000074Y42069	2/20/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$17.89
					\$44.01

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 47141

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$363.39
					\$363.39

Vendor: Vantagepoint Transfer Agents - 307428  
Check Number: 47142

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,880.02
					\$1,880.02

Vendor: Verizon Northwest  
Check Number: 47252

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9822838601	2/20/2019	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	\$1,341.17
9823316159	2/20/2019	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	\$329.70
9823316159	2/20/2019	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	\$44.70
9823316159	2/20/2019	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	\$44.81
9823316159	2/20/2019	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	\$44.70
9823316159	2/20/2019	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	\$89.40
9823316159	2/20/2019	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	\$96.82
9823316159	2/20/2019	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	\$89.40
9823316159	2/20/2019	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	\$149.44
9823316159	2/20/2019	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	\$160.04
9823316159	2/20/2019	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	\$434.35
9823316159	2/20/2019	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	\$434.35
9823316159	2/20/2019	410 016 531 10 42 00	SW-Communications	Wireless Phone Service	\$434.35
					\$3,693.23

Vendor: Wachtveitl  
Check Number: 47253

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 WACHTVEI	2/20/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals ICAC Griffey Burien - Wachtveitl	\$23.00
					\$23.00

Vendor: WAPRO  
Check Number: 47254

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1996	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership - J Ubert	\$25.00
2017	2/20/2019	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership - M LeBlanc	\$25.00
					\$50.00

Vendor: Washington Audiology Services  
Check Number: 47255

Invoice No	Check Date	Account Number	Account Name	Description	Amount
55063	2/20/2019	001 008 521 20 41 00	LE-Professional Services	Hearing Test Employees	\$936.65
55063	2/20/2019	001 010 576 80 41 00	PK-Professional Services	Hearing Test Employees	\$290.45
55063	2/20/2019	101 016 542 30 41 02	ST-Professional Service	Hearing Test Employees	\$290.45
55063	2/20/2019	410 016 531 10 41 01	SW-Professional Services	Hearing Test Employees	\$290.45
					\$1,808.00

Vendor: Washington State Criminal Justice  
Check Number: 47256

Invoice No	Check Date	Account Number	Account Name	Description	Amount
201131891	2/20/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - FTO Training - Heinemann	\$95.00
					\$95.00

Vendor: Washington State Patrol  
Check Number: 47257

Invoice No	Check Date	Account Number	Account Name	Description	Amount
119005191	2/20/2019	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks Jan 2019	\$477.00
					\$477.00

Vendor: Washington State Support Registry  
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Washington Tractor  
Check Number: 47258

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1744828	2/20/2019	410 016 531 10 31 02	SW-Operating Costs	Filter/Blades/Mulch Blade/Hydraulic Filter	\$378.88
					\$378.88

Vendor: Wave Broadband  
Check Number: 47259

Invoice No	Check Date	Account Number	Account Name	Description	Amount
07720093	2/20/2019	001 002 513 11 42 00	AD-Communications	Telephone Service	\$23.61
07720093	2/20/2019	001 003 514 20 42 00	CC-Communications	Telephone Service	\$47.22
07720093	2/20/2019	001 004 514 23 42 00	FI-Communications	Telephone Service	\$47.22
07720093	2/20/2019	001 005 518 10 42 00	HR-Communications	Telephone Service	\$23.61
07720093	2/20/2019	001 006 518 80 42 00	IT-Communications	Telephone Service	\$70.83
07720093	2/20/2019	001 007 558 50 42 00	PL-Communication	Telephone Service	\$153.55
07720093	2/20/2019	001 007 559 30 42 00	PB-Communication	Telephone Service	\$23.61
07720093	2/20/2019	001 008 521 20 42 00	LE-Communication	Telephone Service	\$803.07
07720093	2/20/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Service Museum	\$23.61
07720093	2/20/2019	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$23.61
07720093	2/20/2019	001 013 518 20 42 00	GG-Communication	Telephone Service	\$94.44
07720093	2/20/2019	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	\$135.88
07720093	2/20/2019	410 016 531 10 42 00	SW-Communications	Telephone Service Shop	\$135.88
07720093	2/20/2019	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	\$1,884.99
					\$3,491.13

Vendor: Weed Graafstra & Associates Inc  
Check Number: 47260

Invoice No	Check Date	Account Number	Account Name	Description	Amount
184	2/20/2019	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$7,237.50
184	2/20/2019	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$18,524.48
184	2/20/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$554.75
					\$26,316.73

Vendor: Western Conference of Teamsters Pension Trust  
Check Number: 47143

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020819	2/7/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,875.87
					\$2,875.87

Vendor: Woods  
Check Number: 47261

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021519 WOODS	2/20/2019	001 000 322 90 00 01	Other Non-Bus. Event Permits	Cancelled Event Partial Refund	\$37.50
					\$37.50

Vendor: Wright  
Check Number: 47144

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020119 WRIGHT	2/7/2019	001 000 589 10 00 00	Refund of Deposits	Refundable Security Deposit - 12202 N Lakeshore Dr #11	\$400.00
					\$400.00

Vendor: Wynne and Sons Inc  
Check Number: 47262

Invoice No	Check Date	Account Number	Account Name	Description	Amount
58900	2/20/2019	001 004 514 23 31 00	FI-Office Supplies	Window/Security Envelopes	\$247.48
58991	2/20/2019	001 007 558 50 31 00	PL-Office Supplies	Business Cards	\$29.77
58991	2/20/2019	001 007 559 30 31 00	PB-Office Supplies	Business Cards	\$29.77
58991	2/20/2019	001 010 576 80 31 00	PK-Operating Costs	Business Cards	\$39.72
58991	2/20/2019	101 016 544 90 31 01	ST-Office Supplies	Business Cards	\$69.47
58991	2/20/2019	410 016 531 10 31 01	SW-Office Supplies	Business Cards	\$39.68
					\$455.89

Vendor: Zachor and Thomas Inc PS  
Check Number: 47263

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19-LKS0001	2/20/2019	001 011 515 41 41 02	Ext Consult - Prosecutor Fees	Prosecution Services Jan 2019	\$11,889.09
					\$11,889.09

**CITY OF LAKE STEVENS**  
**CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES**  
Friday, January 18, 2019 and Saturday, January 19, 2019  
9565 Semiahmoo Parkway, Blaine, WA 98230

CALL TO ORDER: 9:00 a.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel and Brett Gailey

COUNCILMEMBERS ABSENT: Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Human Resources Director Teri Smith, Human Resources Specialist/Executive Assistant Julie Good, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, City Clerk Kathy Pugh, Capital Projects Coordinator Aaron Halverson (1/18/2019, 9:00 a.m. – 12:00 p.m.)

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Mayor Spencer convened the meeting at 9:09 a.m. for the purpose of conducting a special meeting/retreat to discuss city business as summarized below, with no action to take place.

**Capital Program:** Capital Projects Coordinator Halverson shared a PowerPoint on the City's capital program and reviewed the status of the "Big 5" projects, which are North Cove Park/Main Street, Frontier Heights, South Lake Stevens Road Multi Use Path, 20th Street SE improvements and Village Way Access. Also discussed were facilities improvements including the Police Department, the Public Works shop remodel, fuel and decant facilities, and acquisition of property for a Community Conference Center.

The Police Department facility needs were discussed, and the Mayor said it is important to move forward with a multi-pronged effort, which includes making an offer on an alternative location and working with another architectural firm to see if the current concept for Chapel Hill could work or if a new design could be developed that would bring the construction cost down, while still meeting the needs of the Police Department well into the future.

There was discussion as to how the current building could be used once the Police Department has been relocated.

(Councilmember McDaniel arrived at 9:25 a.m.)

Discussion turned to how the library might be re-located, whether that relocation would be temporary or permanent, and that the culture of the community needs to be taken into consideration.

Coordinator Halverson next reviewed funding for the various capital projects, and each project was reviewed and discussed in detail.

Coordinator Halverson turned the conversation to the city's parks, again reviewing the status of each park and what improvements are being made.

Director Wright commented the City has received an overture from a citizen to make an open space donation of a one-acre site off Hartford/Grade Road that is encumbered by wetlands. There was discussion regarding the possibility of creating a wetland area that could be enhanced and provide for the transfer of mitigations, which might provide flexibility during development.

Turning back to parks, Director Wright identified the need to create two parks in the south end of the city, one on the west (20<sup>th</sup> Street Ballfields) side and one on the east side of SR 9 yet to be acquired. Also discussed was the long-term possibility of creating a sports location at the old landfill site. It could be a joint or regional project. Field inventory was reviewed, including the needs for Little League. Providing more sports and recreation space throughout the city was discussed, and it was noted that sporting events can help to drive the city's economy. There was discussion about additional parks the city will or possibly could acquire, including Wyatt and Sunset Parks, potentially the Bonnevill Ballfields, and possibly acquiring property north of the 20<sup>th</sup> Street Ballfields for a dog park.

Coordinator Halverson next reviewed the status and funding of various transportation projects within the city including the 79th Avenue SE access road to Cavelero Park, 20th Street SE, the South Lake Stevens Road Multi-Use Path, Village Way access project, and 24th Street SE and 91st Avenue SE extensions, as well as various sidewalk projects.

Director Wright provided an overview of the improvements for North Cove Park and said it is at 30% design, and that the goal is to have the park improvements be cohesive with the downtown plan. Coordinator Halverson added the North Cove Park project is underway with Public Works taking the lead on Phase 1. The steps of this project were reviewed and discussed in detail, and there was an in-depth discussion of the proposed Pavilion. Administrator Brazel shared the proposed design of the Pavilion and said the general design is an open concept intended to keep the lake visible. Council was supportive of this project.

(Coordinator Halverson left the meeting at 12:00 p.m.)

**UGA Expansion:** Director Wright opened the conversation by reviewing the land use and comprehensive plan statistics, noting the community has grown by 412%. He reviewed the growth targets and discussed the goals of the Puget Sound Regional Council Vision 2050 plan. Director Wright said the city has hired a consultant who is moving forward with an updated Buildable Lands Report, which will also consider the city's unincorporated Urban Growth Area (UGA).

There was discussion on the pros and cons of expanding the city's UGA to the north and/or to the south, and on how those areas might be utilized as either residential or industrial areas for future development purposes.

**Sewer District Unification:** With City Attorney Greg Rubstello participating by conference call, there was a general discussion regarding the Sewer District Unification process and the need to move forward. It was commented that there needs to be a plan for moving forward and that it is

important to make the Interlocal Agreement work. The City is anticipating a response in the coming week from the Sewer District to its letter dated December 28, 2018, and once that response is received, decisions on how to move forward can be made.

**Capital Development-Sidewalks:** Director Wright reviewed the history of sidewalks and the waiver program, and the public's interest in having more sidewalks in the city. Staff's suggestion is that the city initiate a fee in lieu of sidewalks option for single-family construction where appropriate, and the City can then apply those fees to help develop sidewalks throughout the city. Discussion ensued, and Council was supportive of establishing a fee in lieu of sidewalks option.

**Economic Development:** Director Wright introduced the discussion and said the question is, does the city have the infrastructure that will bring investment. There was discussion as to how economic development can be pursued, and the importance of developing a strategy. Also discussed was the need to develop infrastructure, such as sewer, to bring that development here. Director Wright suggested it is important to consider financial strategy, recruitment and investment processes, and incentives, as well as identifying a desired outcome. The city will need to focus on how it can make the community unique and vibrant. A suggested focus was sports and other types of recreation.

The discussion turned to a suggestion of completing a city-initiated rezone along 20<sup>th</sup> Avenue SE to expand the Commercial District zoning, and rezoning near Haggen's from Mixed Use to Commercial District to make the properties more inviting to retail.

In response to Director Wright's question, Council was generally supportive of the idea of bringing in a sports event or other similar event, possibly with the assistance of a sponsor to spur economic development.

Mayor Spencer summarized that there was a strong interest in completing rezoning as suggested, identifying what the incentives are for businesses to invest in Lake Stevens and to move forward with attracting a sporting event.

**Property for Food Bank:** Mayor Spencer updated there is a potential purchaser for the property on 20<sup>th</sup> Street SE next to Trestle Station, generally known as the "nursery property", who would then donate the property to the Food Bank. The discussion is that the building that would be constructed would then house the Food Bank, Family Center and provide space for Veterans Commission services as well.

**Fireworks:** Mayor Spencer commented that citizens have raised concerns about fireworks regarding safety and noise and that Council has not addressed these concerns. Police Chief Dyer agreed with the Mayor's comments and recommended from a public safety standpoint that fireworks be banned. He added that enforcing laws against illegal fireworks is difficult when fireworks are allowed. Discussion ensued, and there was support that the question of banning fireworks be put to an advisory vote. Also discussed was the importance of enforcement of fireworks laws on the days when it is not legal to shoot them off.

At 4:10 p.m. the meeting was recessed to January 19, 2019 at 8:30 a.m.

Mayor Spencer reconvened the meeting and called it to order at 8:34 a.m. on Saturday, January 19, 2019.

**Transportation Benefit District:** Director Stevens reviewed the history of the city establishing and assuming a Transportation Benefit District (TBD), and requested Council direction as to their preference for a \$20 vehicle tab fee which could be implemented by resolution, or a voted sales tax of up to .02%, which would need to be voted on again every ten years. Director Stevens commented that the tab fee requires an interlocal agreement with Department of Licensing and that it is six months from initiation before the city will receive any of the revenue. She added that if Council moves in the direction of a sales tax, the Department of Revenue collects the tax and distributes it to the city. If Council determines to place a sales tax on the November ballot and it passes, sales tax would begin to be collected January 1 and there is a two-month lag before distribution of the revenue to the city. Director Stevens reviewed the election timeline including the need for pro/con statements and that it would be important to retain a consultant to help with community outreach and making appointments of citizens to write the pro and con statements.

Discussion ensued as to Council preferences for moving forward and the fact that even with revenue from the TBD, the City will still need to provide general fund dollars to help pay for pavement maintenance and preservation. Director Durpos said that the city's roads are deteriorating faster than the city can pay to maintain them, and Administrator Brazel added that it is not typical for a city to pay \$1 million from its general fund to maintain and preserve roads. There was consensus to move forward with an education campaign and to put the sales tax on the November ballot.

**Boards and Commissions:** Director Wright said that some of the duties of the Arts Commission and Parks Board overlap and that the two groups have started to blend, including creating a working group consisting of two members from each group. While the Arts Commission is primarily responsible for providing art in the community, it has done more recreational programming than the Parks Board, including Music by the Lake and Theater in the Park, as well as other programming. Combining the boards as the City moves forward with the creation of its Parks and Recreation program would be a way to move forward, and Director Wright requested Council direction. Discussion ensued and Council requested staff move forward to combine the Arts Commission and Parks Board into one board.

**Making Lake Stevens a Better Place to Live:** Administrator Brazel began the conversation commenting that the new Pavilion will have high speed internet and other technology as appropriate. The widening of Main Street will allow for the installation of infrastructure to support current and some future technology needs. He cautioned, however, that there is no way to predict what the future holds for technology. Discussion ensued and there was general agreement that the city needs to be more proactive in providing technology infrastructure, including charging stations for electric vehicles, and making more highspeed internet conduits available. Mayor Spencer clarified that Council is requesting more information, and this will be brought back.

**City Operations:** Director Smith said that current practice is to bring all FTE changes to Council for approval including budgeted positions, repurposing and reclassifications done through the budget process. She requested direction as to whether Council would like to continue in this fashion, or if position changes that are within the budget could be processed administratively. Discussion ensued and Council commented it is important for them to be involved with staffing decisions. There was general agreement that position changes that take place within the budget could be brought forward on the Consent Agenda and removed to Action or Discussion if Council wished further discussion.



Director Smith said there have been internal discussions about changing staffing hours to four tens (4/10's) and possibly being closed on Fridays. The questions are how to meet the needs of customers, creating efficiencies in work and meeting employee needs. There are some soft savings with 4/10's. Director Smith added there appears to be about 50/50 support amongst staff for a shift to 4/10's, with perhaps the greatest support coming from Public Works. Discussion ensued and there was general agreement that 4/10 shifts will be evaluated on a case-by-case, job-by-job and department-by-department basis and to keep City Hall offices open Monday through Friday.

**Adjourn.**

The special meeting/retreat was adjourned at 10:43 a.m.

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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**CITY OF LAKE STEVENS  
CITY COUNCIL REGULAR MEETING MINUTES**

Tuesday, January 22, 2019  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Police Commander Ron Brooks, Human Resources Director Teri Smith, Planning Manager Josh Machen, City Clerk Kathy Pugh, City Attorney Greg Rubstello and Police Officers Judah Marshall, Doug Jewell, Alan Anderson, Jason Holland and Chad Wells

OTHERS:

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**Pledge of Allegiance:** Mayor Spencer led the pledge of allegiance.

**Roll Call:** All present.

**Approval of Agenda:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to approve the agenda. On vote the motion carried (7-0-0-0).

**Oath of Office:** Mayor Spencer introduced new Police Officer Judah Marshall and administered the Oath of Office.

**Recognition:** Mayor Spencer shared a letter from the United States Department of Justice, United States Marshall Services, that he received, recognizing Police Chief John Dyer for his leadership and partnership with the United States Marshall Service, and the Lake Stevens Police Department, for providing outstanding law enforcement services on the U.S. Marshall Task Force. Mayor Spencer then presented Chief Dyer with the framed letter.

**Citizen Comments:** None.

**Council Business:**

- Councilmember Daughtry: Snohomish County Cities for Improved Transportation (SCCIT).
- Councilmember Petershagen: City Council Retreat.
- Councilmember Welch: City Council Retreat.

**Mayor's Business:** Costco update; will travel to Olympia January 24<sup>th</sup> to testify at the workshop that the Senate Transportation Committee is holding regarding Senator Hobbs' conceptual proposal for transportation improvements.

**City Department Report:**

- City Administrator Gene Brazel: Hopes to meet with Snohomish County Public Works at the Landfill site at the end of February; has reached out to the property owner under the powerlines; Historical Society.
- Community Development Director Russ Wright: Capital requests submitted to Legislature; relocation update regarding tenants on Williams Property; the final bid package for Cavalero Park will be ready for review by the second week of February.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$215,812.41, Payroll Check No. 46887 totaling \$1,715.98, Electronic Funds Transfers (ACH) of \$12,285.72, Claims Check Nos. 46888-46891, 46900-46994 totaling \$325,843.03, Total Vouchers Approved: \$555,657.14], (B) 2019 Vouchers [Tax Deposits of \$78,799.16, Electronic Funds Transfers (ACH) of \$201,614.82, Claims Check Nos. 46892-46899, 46995-47045 totaling \$592,198.87, Total Vouchers Approved: \$872,612.85], (C) City Council Regular Meeting Minutes of January 8, 2019, (D) City Council Special Meeting Minutes of January 15, 2019, (E) City Council Workshop Meeting Minutes of January 15, 2019, (F) Amended Council Rules of Procedure, and (G) Change of March 5, 2019 Workshop Meeting to a Special Meeting. On vote the motion carried (7-0-0-0).

**Public Hearing:**

**SE Annexation through an Interlocal Agreement with Snohomish County and Assigning Comprehensive Plan and Zoning Designations:** Planning Manager Machen presented the staff report and reviewed the history of this annexation process, which will be accomplished through an Interlocal Agreement with Snohomish County. He said the proposed Comprehensive Plan designation for this area is Medium Density Residential (MDR) and the proposed zoning designations are Urban Residential (UR 7200) and Suburban Residential (SR 9600).

Planner Machen said the property is approximately 37.5 acres and is currently developed with approximately 24 single-family homes in an established subdivision in the southwest corner with a subdivision currently being constructed in the northeast corner. As part of the negotiation the City would like to explore sharing impact fees from this new subdivision with the County. The remaining portions are mostly undeveloped or underdeveloped with just a few single-family homes. He then invited questions from Council and there were none.

Mayor Spencer opened the public hearing, and then opened the public comment portion of the public hearing.

Sally Jo Sebring, 1023 99<sup>th</sup> Avenue SE, Lake Stevens, does not believe this annexation gives the residents in the annexation area a voice as to whether they support the annexation.

Mayor Spencer closed the public comment portion of the public hearing and invited additional questions and comments of Council.

Councilmember Petershagen asked about the subdivision that is under construction and nearly complete, and whether the developer would be impacted by the requirement to share impact fees. Planner Machen responded this sharing of mitigation fees applies only to traffic impact fees, and how they would be apportioned between the City and County. Director Wright added that the ROW improvements were completed to City standards for the South Lake Stevens trail, outside of the annexation process.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Welch, to hold the first public hearing for the Southeast Island Annexation and accept the proposed land use and zoning designations. On vote the motion carried (7-0-0-0).

**Action Item/Transportation Benefit District:**

**Resolution 2019-01 Adopting Material Change Policy:** Finance Director Barb Stevens presented the staff report and reviewed the history of establishing and adopting the Transportation Benefit District (TBD). She then explained that Resolution 2019-01 will adopt the Material Change Policy as required by RCW 36.73.160, noting that the City is required to complete annual reporting on the TBD. The proposed material change policy was modeled from multiple jurisdictions utilizing the same procedures and requirements for TBD improvements and identifies the required steps if a project changes. Director Stevens explained that the City will still need to complete a process for identifying and ranking projects. She then invited questions from Council and there were none.

Mayor Spencer commented that as discussed at the retreat there will be a robust and open process for taking public input to identify needs and projects.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to adopt Resolution 2019-01 Approving a Transportation Benefit District Material Change Policy. On vote the motion carried (7-0-0-0).

**Action Item:**

**Supplemental Agreement #6 with Perteet re 20<sup>th</sup> Street SE:** Public Works Director Durpos presented the staff report and said this project provides for the widening of 20<sup>th</sup> Street SE from 300' west of 83<sup>rd</sup> Avenue SE to the intersection of 91<sup>st</sup> Avenue SE and will expand the road to five lanes. Supplement #6 is to complete the design and provide bid ready documents and bid support in the amount of \$62,054. He then invited questions from Council and there were none.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember McDaniel, to authorize the Mayor to sign Supplemental Agreement #6 with Perteet Engineering re 20<sup>th</sup> Street SE in the amount of \$62,054.00. On vote the motion carried (7-0-0-0).

**Discussion Item:**

**Trail Master Plan:** Community Development Director Wright presented the staff report and said developing a trail master plan has been a capital project identified in the City's Park Plan. Council authorized a budget for the trail master plan from the City's park impact fees and the goal of this project would be to develop an alignment(s) for a north/south trail under the power

lines and any spur trails, recreation areas and trail heads. The plan would also identify possible alignments for other connecting multi-use trails and paths throughout the City. He said Planning and Community Development staff intend to solicit an RFQ for a trail master plan in the 1<sup>st</sup> quarter of 2019 with the consultant being responsible for identifying ownership along the power line corridor, suggesting acquisition strategies and providing development standards approved by the utilities. He added that staff would like the consultant to work with local real estate realtors or business owners, a right-of-way acquisition specialist and a trail or landscape specialist experienced with parks. He then asked Council for direction on any other elements they would like before staff solicits for consultants.

Councilmember Welch asked that the consultant meet regularly with the Parks Board, and also that part of the focus of the trail master plan be to adjoin the City.

Responding to Councilmember Gailey's question regarding evaluating topography under the powerline, Director Wright said this process will not result in a survey, but the City will be able to receive recommendations based on basic topography. Cost estimates will not come into play until the City is into the specific engineering of specific sections of the trail. Councilmember Gailey suggested the consultant also work with the utilities as part of this project.

**Adjourn:**

Moved by Councilmember Hilt, seconded by Gailey, to adjourn the meeting at 7:33 p.m. On vote the motion carried (7-0-0-0).

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John Spencer, Mayor

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Kathy Pugh, City Clerk

**CITY OF LAKE STEVENS  
CITY COUNCIL SPECIAL MEETING MINUTES**

Tuesday, February 5, 2019  
Lake Stevens Community Center  
1808 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Gary Petershagen, Kim Daughtry, Kurt Hilt (7:03 pm), Todd Welch, Rauchel McDaniel, and Marcus Tageant

ELECTED OFFICIALS ABSENT: Councilmember Brett Gailey

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Senior Accountant Josh Roundy, Deputy City Clerk Adri Crim, City Attorney Greg Rubstello

OTHERS:

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**Pledge of Allegiance:** Mayor Spencer led the pledge of allegiance.

**Roll Call:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to excuse Councilmember Gailey from the meeting. On vote the motion carried (6-0-0-1).

**Approval of Agenda:**

Councilmember McDaniel requested Consent Item (E) Approve Interlocal Agreement with Snohomish Health District re 2019 Per Capita Funding be removed from the agenda.

City Administrator Brazel requested that Discussion Items (G) Video Presentation Re Art in Parks, and (H) Police Department Strategic Plan be removed from the agenda, saying they will be rescheduled at a later date.

**MOTION:** Moved by Councilmember Daughtry seconded by Councilmember Tageant, to approve the agenda as amended. On vote the motion carried (6-0-0-1).

**Citizen Comments:** None.

**Council Business:**

- Councilmember Petershagen: Utility Committee Meeting, thanked Public Works for doing a good job keeping the roads sanded.
- Councilmember Welch: Affordable Housing Alliance
- Councilmember McDaniel: encouraged that Councilmembers be notified when the Mayor and/or Staff visit the legislature to show collaboration within the Council.

**Mayors Business:** AWC next week, meeting with Veterans Organization of Thurston County, meeting with Rick Larson, and meeting with Joe Timmons. Mayor Spencer then said he

received a positive response from Costco with how their budgets and funding are shaping up. Mayor Spencer said WSDOT is going to cancel and reschedule their meeting on Thursday February 7<sup>th</sup> regarding the roundabout at Highway 9 and SR 204 because of the weather.

**City Department Report:**

- Community Development Director Russ Wright: Mountain View Annexation repeal was dismissed, preparing Capital request for roundabout funding at Highway 9 and 24<sup>th</sup>.
- Public Works Director Eric Durpos: Public Works is starting a second shift for sanding tonight, busy with projects, thanked Council for new procurement policy, signed agreement with LCD for downtown plan.
- Mayor Spencer said if Council would like to return to Semiahmoo next year for the Council retreat, the conference room will need to be booked now.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve (A) 2019 Vouchers [Payroll Direct Deposits of \$230,325.21, Payroll Check No. 47046 totaling \$1,766.76, Tax Deposits of \$89,955.16, Electronic Funds Transfers (ACH) of \$86,171.13, Claims Check Nos. 47047-47128 totaling \$311,037.38, Void Checks 46958, 46977 totaling \$20,661.91, Total Vouchers Approved: \$698,593.73], (B) First Amendment to Family Center Lease, (C) Resolution 2016-06 re North Cove Park Improvements, (D) Purchase of New Collar for RAV Marine Vessel, (E) [Removed from agenda], (F) (1) Agreement for Funding between City of Lake Stevens and Lake Stevens Senior Center and (2) Amendment No 1 to Property/Facility Use Contract with Lake Stevens Senior Center, (G) Re-enactment of Resolution 2019-04 re Providing Relocation Assistance. On vote the motion carried (6-0-0-1).

**Discussion Items:**

**Pavilion Design:** City Administrator Brazel presented the pavilion design and said it has been redesigned with the suggestions made by Council at the retreat, and he asked Council for their consensus on moving forward with this design.

Community Development Director Wright explained the different types of materials being used for the exterior of the building.

Councilmember Welch suggested adding additional glass panel doors to the front and back of the building to make the Lake be more visible from Main Street.

Councilmember McDaniel suggested adding additional hand washing stations in both bathrooms and add baby changing stations as well.

City Administrator Brazel said a consultant was originally chosen to design the concepts but the costs came back high, so it was decided to design them in house which saved the City about \$300,000. He said the next step will be putting the bid packet together to include these designs.

Council consensus was to move forward with these designs.



**Executive Session:** at 7:30 p.m. Mayor Spencer announced there is no potential litigation to be discussed but there is an executive session beginning in 5 minutes to last 10 minutes to discuss real property sale/acquisition, with no action to follow.

The regular meeting of the Council reconvened at 7:45 p.m., and Mayor Spencer provided a brief update on possible development at the top of Soper Hill.

**Adjourn:**

Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to adjourn the meeting at 7:55 p.m. On vote the motion carried (6-0-0-1).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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**CITY OF LAKE STEVENS  
CITY COUNCIL SPECIAL MEETING MINUTES**

Tuesday, February 19, 2019  
Lake Stevens Community Center  
1808 Main Street, Lake Stevens WA

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Gary Petershagen, Kim Daughtry, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Human Resources Director Teri Smith, Police Commander Ron Brooks, City Clerk Kathy Pugh, City Attorney Greg Rubstello, Troy Stevens IT Manager

OTHERS:

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**Pledge of Allegiance:** Mayor Spencer led the pledge of allegiance.

**Roll Call:** All present.

**Approval of Agenda:**

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Gailey, to approve the agenda. On vote the motion carried (7-0-0-0).

**Citizen Comments:**

Stacy Brewer, 1101 – 116<sup>th</sup> Avenue SE, Lake Stevens said the Rhodora neighborhood residents do not support the annexation and acknowledged the City will move forward with this annexation.

Joe Vaughn, 230 84<sup>th</sup> Avenue NE, Lake Stevens, agrees with the previous comments and wants to know if building standards will be met.

**Council Business:**

- Councilmember Petershagen: Sewer District, WSDOT open house regarding the SR 204/SR 9 intersection improvements on March 20, 2019 at 6 p.m. at Hillcrest Elementary.
- Councilmember Hilt: Parks Board was canceled due to the weather; Snohomish Health District.
- Councilmember Tageant: Complimented Public Works for a job well done during the recent snow storms.

- Councilmember Welch: Arts Commission.
- Councilmember McDaniel: Lake Stevens Fire District will hold a public meeting regarding the proposed merger with Fire District 7 on February 26.
- Councilmember Gailey: Shared Councilmember Tageant's comments regarding Public Works.

**Mayor's Business:** Catherine Creek Park was used as a sledding area during the recent snow event and Lake Stevens Fire was on site to ensure everyone's safety; met with WSDOT regarding the planned work for the SR 204/SR 9 intersection improvements.

**City Department Report:**

- City Administrator Gene Brazel: Snohomish Health District will be providing a financial report to the City as requested.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember McDaniel, to Adopt Ordinance 1041 Annexing the properties contained within the Rhodora 60% Annexation Petition and Adopt Comprehensive Plan Designation and Zoning for the Annexed Parcels, and requiring the assumption of a proportionate share of all existing City indebtedness. On vote the motion carried (7-0-0-0).

**Public Hearing:**

**City Right of Way Vacation 99<sup>th</sup> Avenue SE and 20<sup>th</sup> Street SE:** Mayor Spencer opened the Public Hearing.

Community Development Director Wright presented the staff report and said the requested action is a technical correction related to the 20<sup>th</sup> Street SE property sales. The parcel involved is a remnant parcel from an earlier right-of-way transfer by Snohomish County to the City. Tonight's requested action will attach this remnant to the previous parent parcel, and clean up the title of the surplus property. The legal descriptions are completed and the property meets the criteria for right-of-way vacation. Public notice was completed; there have been a couple of inquiries, but no formal letters or comments were received. Director Wright invited questions of Council and there were none.

Mayor Spencer opened the Public Comment portion of the Public Hearing and invited public comment. There was no public comment and Mayor Spencer then closed the Public Comment Portion of the hearing.

Mayor Spencer invited additional questions by Council to staff and there were none. Mayor Spencer then closed the Public Hearing.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Tageant, to approve the Right-of-Way Vacation by adoption of Ordinance 1049. On vote the motion carried (7-0-0-0).

**Action Items:**

**Resolution 2019-08 Amending Surplus Real Property Inventory:** Director Wright presented the staff report and explained this property, commonly known as the “Nursery Property” has been identified as a surplus property for disposition and use as set out in the next agenda item. Before taking action on the next matter, the property must be surplus from the City’s Real Property Inventory.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Hilt, to approve Resolution 2019-08 authorizing the City Council to surplus real property and authorizing the Mayor or designee to convey or sell real property pursuant to Chapter 2.98 LSMC. On vote the motion carried (7-0-0-0).

**Real Estate Purchase and Sale Agreement with Tim Kaintz re Nursery Property:** City Administrator Brazel presented the staff report and explained the property surplus in the previous action was identified as a suitable property for a Food Bank and other City-supported programs. The property will be sold at a very favorable price to Tim Kaintz, who has in turn agreed to make the property available for construction of a new Food Bank that would also house other City-supported programs in perpetuity. Administrator Brazel said there are two minor changes to the purchase and sale agreement: (1) the closing date is changed to April 1, 2019, and (2) in paragraph 12.12 the words “buyer” and “seller” are reversed.

Councilmember Petershagen requested the closing date be changed to March 30, or the last business day of the month.

Mayor Spencer added that once the property is purchased it will be donated to the Food Bank for construction of their new facility. The facility will also have space for the Family Center and Veterans Commission.

Councilmember Tageant commented it is great to find a home for the Food Bank and for Veterans to receive services, and said he fully supports this proposal. Councilmember Hilt agreed, and said this action allows the City to provide social services.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember McDaniel, to approve the Real Estate Purchase and Sale Agreement with Tim Kaintz with the change in the closing date and the correction to paragraph 12.12. On vote the motion carried (7-0-0-0).

**Executive Session:** At 7:22 p.m. Mayor Spencer announced an executive session to last 15 minutes to discuss Collective Bargaining and Real Property Acquisition, with no action to follow.

At 7:37 p.m. the regular meeting of the City Council reconvened.

**Adjourn:**

Moved by Councilmember Tageant, seconded by Councilmember Welch, to adjourn the meeting at 7:37 p.m. On vote the motion carried (7-0-0-0).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** February 26, 2019

**Subject:** Distribution of Boater Registration Fees

<b>Contact</b>	<b>Budget</b>	Est. \$12,000
<b>Person/Department:</b> <u>John Dyer, Police Chief</u>	<b>Impact:</b>	<u>Revenue</u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve and Authorize the Mayor to Sign Distribution of Vessel Registration Fee Cooperative Agreement between Snohomish County and the City of Lake Stevens**

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**SUMMARY/BACKGROUND:** The State of Washington collects all vessel registration fees and sends them to the counties where they were originally collected. The counties have the authority to distribute these funds in an equitable way to agencies operating and maintaining an approved boating safety program. Lake Stevens Police has operated an approved boating safety program since 1996.

Attached is the agreement between Snohomish County and the City of Lake Stevens for distribution of Vessel Registration Fees for the calendar year March 1, 2019 through February 29, 2020 and allocating seven percent (7%) of the vessel registration fee distribution during the term of the agreement. Approval of this agreement is required in order for the City to receive its portion of the funds.

In accordance with WAC 352-64-030, the funds may be used for programs which include planning, development, and operation of programs for recreational boating safety, safety education, and enforcement of boating laws, rules, and regulations. Program elements may include: dissemination of information related to safe boat operation, training of boating safety professionals, purchase of boats and related equipment for boating safety programs, program administration, and the maintenance of a safe boating environment. These funds cannot be used to supplant existing boat safety funding.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** **Estimated distribution to Lake Stevens in 2019 is \$12,000.**

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**ATTACHMENTS:**

- Exhibit A: Distribution of Vessel Registration Fee Cooperative Agreement between Snohomish County and the City of Lake Stevens

**DISTRIBUTION OF VESSEL REGISTRATION FEE  
COOPERATIVE AGREEMENT BETWEEN SNOHOMISH COUNTY  
AND THE CITY OF LAKE STEVENS**

This Distribution of Vessel Registration Fee Cooperative Agreement (the "Agreement"), is entered into by and between Snohomish County, a political subdivision of the State of Washington ("County"), and the City of Lake Stevens, a municipal corporation of the State of Washington ("Lake Stevens").

**WITNESSETH THAT:**

WHEREAS, pursuant to RCW 88.02.040, the Washington State Department of Licensing collects vessel registration fees on an annual basis, retains the first 1.1 million dollars of what is collected, and then distributes the remainder to Washington counties that have approved boating safety programs; and

WHEREAS, pursuant to WAC 352-65-050(2), the legislative authority of each county with an approved boating safety program is responsible for equitably distributing funds allocated by the state treasurer between local jurisdictions in compliance with the requirements of chapter 352-65 WAC; and

WHEREAS, local jurisdictions offering boating safety services and desiring to receive distribution of funds must enter into a cooperative agreement with the county and receive and maintain state park's approval for their boating safety program; and

WHEREAS, pursuant to WAC 352-65-050, the County must make the equitable distribution to all eligible jurisdictions within seventy-five days of the allocation from the state treasurer and notify state parks of the amount distributed to each eligible local jurisdiction; and

WHEREAS, the County has an approved boating safety program; and

WHEREAS, the County receives an annual allocation of vessel registration fees; and

WHEREAS, Lake Stevens has received and will maintain state parks' approval for its boating safety program and is eligible to receive an equitable share of the vessel registration fees upon execution of a cooperative agreement with the County; and

WHEREAS, the County and Lake Stevens desire to enter into a cooperative agreement,



NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties agree as follows:

1. Term. The term of this Agreement shall be for one year, commencing on March 1, 2019, and continuing through February 29, 2020.
2. County Obligations. The County agrees that within seventy-five (75) days of receiving the allocation from the state treasurer of vessel registration fee distributions the County will deliver to Lake Stevens a treasurer's check equal to seven percent (7%) of the vessel registration fee distribution received by the County. The parties agree that seven percent (7%) represents full payment of Lake Stevens' equitable share.
3. Lake Stevens Obligations.
  - a. Lake Stevens agrees to use the funds made available under this Agreement only for boating safety purposes as identified in WAC 352-65-040. Lake Stevens further agrees to use the funds to increase boating safety education and enforcement efforts and to stimulate greater local participation in boating safety, but not to supplant existing boating safety funding.
  - b. Lake Stevens certifies it will operate its boating safety programs throughout the term of this Agreement in compliance with the state's program requirements and will comply with all applicable federal, state and local laws in performing any activities resulting from the use of the funds distributed under this Agreement.
  - c. Lake Stevens agrees to submit an annual report of activities performed and participate in statewide boating surveys as required by state parks.
4. Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Washington. The parties stipulate that the venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.
5. Severability. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
6. Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express prior written consent of the other party, which may be granted or withheld in such party's sole discretion.
7. Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supercedes all prior oral or written agreements

between the parties regarding the subject matter contained herein. No changes or additions shall be made to this Agreement except as agreed to by both parties and reduced to writing and executed with the same formalities as are required for the execution of this agreement.

IN WITNESS WHEREOF the parties execute this Agreement this \_\_\_\_ day of \_\_\_\_\_ 2019.

SNOHOMISH COUNTY

CITY OF LAKE STEVENS

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Mayor

RECOMMENDED FOR APPROVAL:


ATTEST:

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

 11/23/19  
\_\_\_\_\_  
Deputy Prosecuting Attorney

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
County Risk Manager



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** February 26, 2019

**Subject:** Approve Real Property Acquisition in Industrial Area for Decant Facility

<b>Contact</b>	Gene Brazel, City Administrator	<b>Budget</b>	\$761,610.00
<b>Person/Department:</b>	<u>Eric Durpos, Public Works Director</u>	<b>Impact:</b>	<u></u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to enter into a Real Estate Purchase and Sale Agreement with Hartford Industrial, LLC to purchase property located at 12703 31<sup>st</sup> Place NE, and take the necessary actions to complete the purchase, including any necessary addenda.

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**SUMMARY/BACKGROUND:**

As part of the newly implemented Storm Water Program and associated rate, the City will be constructing a Decant Facility as part of our Storm Water discharge permit. The decant facility will receive all street sweepings and storm water waste collected throughout the collection and storage system. In addition, the decant facility will have the capacity to receive sewer waste.

It is required that decant facilities discharge to District/City Sewer and the City has identified Lot 4 in Hartford Industrial Park as meeting this requirement. The purchase price for the Property is Seven Hundred Sixty One Thousand Six Hundred Ten and No/100 Dollars, (\$761,610.00). The Buyer and Seller agree a MAI appraisal will be commissioned by the Buyer. Should the appraisal of the Property be less than the sale price, the Buyer will have the right to terminate this Agreement.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** \$761,610.00 to be paid via storm water rates.

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**ATTACHMENTS:**

- Exhibit A: Real Estate Purchase and Sale Agreement

## REAL ESTATE PURCHASE AND SALE AGREEMENT

**THIS REAL ESTATE PURCHASE AND SALE AGREEMENT** (this “Agreement”) is by and between the Hartford Industrial, LLC, a Washington Limited Liability Company (“Seller”), and the City of Lake Stevens, a municipal corporation of the State of Washington (“Buyer”).

In consideration of the mutual covenants, conditions and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Buyer agree as follows:

1. **Effective Date.** This Agreement is dated and effective as of the date of approval by the Lake Stevens City Council. The City Council shall have thirty (30) days from the execution of this Agreement by Seller to approve the Agreement, otherwise the Seller’s signature shall be non-binding and this Agreement shall have no legal effect.

2. **Property to be Purchased.** Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, the real property, together with any improvements thereon, located at Lake Stevens, Snohomish County, Washington (the “Property”) legally described as follows:

Section 05 Township 29 Range 06 Quarter SE LOT 4 OF CITY OF LK ST BSP LUA2016-0127 REC UND AFN 201612145007 & AS AMD PER AFN 201805165002 BEING A PTN OF E1/2 SE1/4 SD SEC

Snohomish County Tax Parcel No.: 29060500403500

Street Address: 12703 31<sup>st</sup> PL NE

Square Footage of Parcel: 50,744

3. **Purchase Price.** The purchase price for the Property shall be Seven Hundred Sixty One Thousand Six Hundred Ten and No/100 Dollars, (\$761,610.00). The Buyer and Seller agree an MAI appraisal shall be commissioned by the Buyer. Should the appraisal of the Property be less than the sale price, the Buyer shall have the right to terminate this Agreement or renegotiate the sale price. The Purchase Price shall be paid to Seller in U.S. dollars or its equivalent at closing.

4. **Payment.** \$761,610.00 shall be due at closing, plus Buyer’s closing costs..

5. **Earnest Money Deposit.** No earnest money deposit is to be paid.

6. **Title to Property.**

6.1 **Conveyance.** On the Closing Date, Seller shall convey to Buyer fee simple title to the Property by a duly executed and acknowledged standard form Statutory Warranty Deed (the “Deed”).

6.2 **Title Commitment.** Within seven (7) calendar days following the Buyer’s approval of this Agreement, Seller, at its expense, shall furnish to Buyer a preliminary title

insurance commitment (the “Commitment”) covering the Property, issued by Chicago Title Insurance Company (the “Title Company”), together with copies of the Covenants, Conditions and Restriction for Hartford Industrial Park and all recorded documents listed as special exceptions therein. Buyer shall have twenty (20) calendar days after receipt of the Title Report and exceptions within which to notify Seller in writing of Buyer’s disapproval of any exceptions shown in the Title Report; provided, however, Buyer shall not be required to object to any monetary liens or encumbrances. Subject to any monetary liens or encumbrances created by Buyer, Seller shall cause any such monetary liens or encumbrances to be removed on or before the Closing. Failure of Buyer to disapprove any exception within the twenty (20) calendar-day period shall be deemed an approval of the exceptions shown in the Title Report. As to any exceptions to title placed of record or first identified after issuance of the Title Report or revealed by any supplemental report, there shall be a thirty (30) day period after Buyer’s receipt of the supplemental Title Report for Buyer to review and approve such exceptions on the same basis as provided above and the closing date shall be extended by such review period to accommodate such review.

**6.3 Right to Cure Title Defects.** If Buyer disapproves a title exception within the time period provided in Section 6.2, Seller shall have five (5) days following receipt of Buyer’s objection to give Buyer written notice specifying which objectionable title exceptions, if any, Seller shall use commercially reasonable efforts to attempt to remove from title on or before the Closing. If Seller gives Buyer such notice, but Seller is unable, despite Seller’s commercially reasonable efforts, to remove any such objectionable title defect on or before the Closing, Buyer may elect to either (i) terminate this Agreement, in which event all further rights and obligations of the parties shall cease; or (ii) waive Buyer’s previous title objection and to proceed with the purchase of and take the Property subject to such exception, without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement. If Seller either: (i) gives Buyer timely notice that Seller has elected not to attempt to remove all of the objected to title exceptions; or (ii) fails to give notice timely to Buyer, Buyer shall have five (5) calendar days after Buyer’s receipt of Seller’s notice or the expiration of the five (5) day time period, as applicable, to notify Seller in writing of Buyer’s election to (a) proceed with the purchase of and take the Property subject to such previously disapproved exceptions without any reduction in the Purchase Price and otherwise pursuant to the terms of this Agreement; or (b) terminate this Agreement, in which event the parties thereafter shall be relieved of any further rights and obligations under this Agreement. If Buyer shall fail to notify Seller timely of its election to proceed under clause (a) above, Buyer shall be deemed to have elected to terminate this Agreement, in which event the parties thereafter shall be relieved of any further rights and obligations under this Agreement, and each party shall bear its own costs incurred under this Agreement.

**6.4 Title Policy.** The parties shall, at Seller’s sole expense, cause Title Company to issue to Buyer at Closing a standard form coverage owner’s policy of title insurance insuring Buyer’s title to the Property in the full amount of the Purchase Price (the “Title Policy”). At Buyer’s option and expense, Buyer may require that the title insurance policy to be issued to Buyer at Closing be an ALTA extended coverage owner’s policy.

## **7. Contingency and Permit Periods.**

**7.1 Buyer’s Contingency Period.** Buyer shall have Sixty (60) calendar days from the Effective Date (the “Contingency Period”) to satisfy itself concerning the condition of soils; the suitability and condition of the Property; public support for the purchase and the

feasibility of developing the Property for Buyer's intended use; and in addition, to satisfy all legal requirements affecting Buyer's purchase of the Property, including any necessary public hearings, comprehensive plan and code amendment. Buyer shall diligently and continuously work to resolve and satisfy itself with respect to the foregoing matters. If Buyer determines (in its sole and complete discretion) that it is not satisfied with such matters, Buyer may, at any time on or before 5 p.m. (Pacific Time) on the last day of the Contingency Period, rescind this Agreement by giving written notice to Seller. In the event of such rescission, this Agreement thereafter shall be null and void and neither party shall have any obligation to the other. If Buyer does not notify Seller that it is rescinding this Agreement within the time period specified above, then the foregoing conditions shall be deemed waived. During the contingency period, Buyer may enter upon the property for purposes of inspection and testing. Buyer shall reimburse Seller for any damages it causes to the property during any inspection or testing and shall hold Seller harmless from any injuries to Buyer's officials, employees, consultant's or other representatives performing the testing or inspection, incurred on the property during such inspection or testing.

8. **Brokers and Commissions.** There are no Brokers and Commissions involved in this transaction.

9. **Closing.**

9.1 **Closing Date.** This purchase and sale will be closed at the Title Company's Everett, WA. Office or other location agreed to by the parties. The closing ("Closing") will occur no later than Ten (10) business days following Buyers removal of its contingency period, however in no event shall the closing occur later than Friday, May 31, 2019. If Closing does not occur on or before the Closing Date, or any later date mutually agreed to in writing by Seller and Buyer (which date shall then become the "Closing Date"), the escrow agent shall immediately terminate the escrow and return all documents to the party that deposited them.

9.2 **Real Property Prorations.** All revenues and expenses of the Property, including but not limited to, real property taxes, special assessments, rents, water, sewer and utility charges, and other expenses normal to the ownership, use, operation and maintenance of the Property shall be prorated as of 12:01 a.m. on the Closing Date. Seller and Buyer hereby agree that if any of the aforesaid prorations cannot be calculated accurately on the Closing Date, then the same shall be calculated within thirty (30) days after the Closing Date and either party owing the other party a sum of money based on subsequent prorations(s) shall promptly pay said sum to the other party. If payment is not made within ten (10) days after delivery of a bill therefore, the owing party shall pay interest on such amounts at the rate of eight percent (8%) per annum from the Closing Date to the date of payment.

9.3 **Seller's Escrow Deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

9.3.1 the duly executed and acknowledged Deed;

9.3.2 a duly executed and completed Real Estate Excise Tax Affidavit;

9.3.3 a duly executed non-foreign affidavit pursuant to Section 1445 of the Internal Revenue Code of 1986, as amended; and

9.3.4 all documents and/or funds required to remove all monetary liens, encumbrances or assessments and to pay Seller's closing costs described in Section 9.6.1.

9.4 **Buyer's Escrow Deposits.** On or before the Closing Date, Buyer shall deposit into escrow the following:

9.4.1 cash in the full amount of the purchase price per Section 3, plus the Buyer's closing costs described in Section 9.6.2;

9.4.2 a duly executed and completed Real Estate Excise Tax Affidavit.

9.5 **Additional Instruments and Documents.** Seller and Buyer shall each deposit into escrow any other instruments and documents that are reasonably required by the escrow agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

9.6 **Closing Costs.**

9.6.1 **Seller's Costs.** At Closing, Seller shall pay (a) the premium for the title policy; (b) the real estate excise taxes applicable to the sale, if any; (c) one-half (1/2) of Title Company's escrow fee; and (d) one-half of the cost of recording the Deed.

9.6.2 **Buyer's Costs.** At Closing, Buyer shall pay (a) one-half (1/2) of the cost of recording the Deed; (b) one-half (1/2) of the Title Company's escrow fee; and (c) the premiums for any title policy endorsements or extended coverage requested by Buyer.

9.7 **Possession.** Buyer shall be entitled to possession upon Closing.

9.8 **Condition Precedent to Buyer's Obligations.** Buyer's obligation to close the purchase of the Property in accordance with the terms of this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Buyer. If the foregoing condition is not satisfied, Buyer shall have the right, at its sole election, either to waive the condition and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 13.1 of this Agreement.

9.8.1 **Performance by Seller.** Seller shall have timely performed all obligations required by this Agreement to be performed by it. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 13.1 of this Agreement.

9.8.2 **Representations and Warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement shall have been true and correct when made and shall be true and correct as of the Closing Date, and Seller shall have complied with all of Seller's covenants and agreements contained in or made pursuant to this Agreement. If this condition is not satisfied, Buyer shall have the right, at its sole discretion, either to waive the condition in question and proceed with the purchase or in the alternative, to pursue any of the remedies set forth in Section 13.1 of this Agreement.

9.9 **Condition Precedent to Seller's Obligations.** Seller's obligation to sell the Property at Closing under this Agreement is expressly conditioned on, and subject to satisfaction of the following condition precedent, which is intended solely for the benefit of Seller:

9.9.1 Buyer's review and acceptance of the Covenants, Codes and Restrictions, (CCR'S"). The CCR's shall be recorded at or prior to closing of the transaction contemplated herein. If the foregoing conditions are not satisfied, Seller shall have the right, at its sole election, to the remedy set forth in Section 13.2 of this Agreement.

9.9.2 **Performance by Buyer.** Buyer shall have timely performed all obligations required by this Agreement to be performed by it.

10. **Representations and Warranties.**

10.1 **Seller's Representations and Warranties.** Seller represents and warrants to Buyer that the following facts are true as of the parties' mutual execution of this Agreement and as of the Closing Date:

10.1.1 **No Litigation.** Except as disclosed in writing by Seller to Buyer, there is no pending or threatened litigation or administrative action with respect to the Property or to the Seller's interest in the Property.

10.1.2 **Authority of Seller.** This Agreement is a valid and binding obligation of the Seller, enforceable against Seller in accordance with its terms. No authorizations or approvals, whether of organizational bodies, governmental bodies, or otherwise, will be necessary in order for Seller to enter into this Agreement and to perform Seller's obligations as set forth herein. The consummation of the transactions contemplated hereunder will not conflict with or result in the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Seller or to the Property.

10.1.3 **Non-foreign Status/At-Source Withholding.** Seller represents and warrants none of the individuals constituting the "Seller" are a "foreign person" as defined in Section 1445 of the Internal Revenue Code of 10954, as amended. Seller shall deliver to Buyer at Closing a Certificate of Non-foreign Status setting forth Seller's address and certifying that it is not a foreign person as so defined.

10.1.4 **Other Agreements.** There are no other contracts or agreements in force or effect for the sale of, or a right of first refusal or option for, all or any portion of the Property, and Seller agrees: (a) not to enter into any such contracts or agreements between the date hereof and Closing and (b) to use its best efforts to terminate any such contracts that come to its attention between the date hereof and Closing. There are no contracts or other agreements affecting the Property that will not be terminated at or prior to Closing.

10.1.5 **Encumbrances.** Seller's execution, delivery and fulfillment of its obligations under this Agreement shall not result in any default or violation of any agreement by which Seller is bound or which will result in any lien, charge or encumbrance on the Property.



10.1.6 **Exiting Leases.** There are no existing leases on the Property.

10.1.7 **Environmental.** Seller has not generated, stored, released or disposed of any substance or material on the Property, the generation, storage or disposal of which is regulated under the Comprehensive Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq., the Model Toxics Control Act (Chapter 70.105D RCW), or any comparable law, regulation, ordinance or order of any governmental body, except in compliance with such laws, regulations, ordinance or orders. Seller has obtained (and is in compliance with) all permits, licenses and other authorizations that are required under all federal, state and local environmental requirements customarily known to and followed by owners and operators of land similar to the Property and located in the area in which the Property is located, including any such laws, regulations or ordinances relating to emissions, discharges, releases or threatened releases of materials into the environment or otherwise relating to the use, treatment, storage, disposal, transport or handling of such materials. Neither Seller, nor to the best of Seller's knowledge, any prior owner, occupant or user of the Property has received any notice or other communications concerning any alleged violation of any environmental requirements. To the best of Seller's knowledge, there is not constructed, placed, deposited, stored, disposed of or located on the Property (i) any PCBs or transformers, capacitors, ballasts or other equipment which contains dielectric fluid containing PCBs; or (ii) any underground storage tanks. Any breach of this warranty prior to the Closing Date shall entitle the Buyer to terminate this Agreement. Upon such termination, the escrow will be terminated, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement.

10.1.8 **Completeness of Statements.** To the best of Seller's knowledge, no representation or warranty by Seller in this Agreement or in any written material furnished by Seller to Buyer pursuant to or in connection with this Agreement, contains any untrue statement of a material fact or omits to state a material fact necessary to make any statement herein or therein not misleading.

10.2 **Buyer's Representations and Warranties.** Buyer represents and warrants to Seller that the following facts are true as of the date of the parties' mutual execution of this Agreement and as of the Closing Date:

10.2.1 **Pending Actions.** To Buyer's knowledge, there is no action, suit, arbitration, unsatisfied order or judgment, or proceeding pending against Buyer, which if adversely determined, could materially interfere with Buyer's consummation of the transactions contemplated by this Agreement.

10.2.2 **Authority of Buyer.** This Agreement is a valid and binding obligation of Buyer, enforceable against Buyer in accordance with its terms. No authorizations or approvals, whether of governmental bodies or otherwise, will be necessary in order for Buyer to enter into this Agreement and to perform its obligations as set forth herein. Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereunder will conflict with or result in

the breach of any law, regulation, writ, injunction or decree of any court or governmental instrumentality applicable to Buyer or to the Property.

11. **Maintenance of Property Pending Closing.** At all times before the Closing, Seller shall manage and operate the Property in a manner consistent with Seller's past practices. Seller agrees: (a) to maintain all usual and necessary business records pertaining to the Property, consistent with Seller's past practices; (b) to maintain the Property in its current condition and state of repair (normal wear and tear and casualty loss excepted); and (c) to maintain its existing property and casualty insurance on the Property.

12. **Sellers Disclaimer.**

A. Buyer has or will make its own independent investigation of the Property with respect to the suitability of the Property for Buyer's use and all other aspects of this transaction and is relying entirely upon such independent investigation and on advice of Buyer's consultants. Seller shall have no obligation to correct any conditions or alleged defects discovered by Buyer in the course of its inspections of the Property or thereafter. EXCEPT FOR SELLER'S REPRESENTATIONS AND WARRANTIES CONTAINED IN –SECTION 10 OF THIS AGREEMENT, BUYER IS IN NO WAY RELYING UPON ANY REPRESENTATION, WARRANTY, DOCUMENT, MATERIAL OR OTHER WORK PRODUCT FURNISHED TO BUYER BY OR ON BEHALF OF SELLER IN PROCEEDING UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE SELLER DISCLOSURES, AND IS PURCHASING THE PROPERTY IN AN "AS IS," "WHERE IS" CONDITION WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES OR REPRESENTATIONS WHATSOEVER BEING MADE BY SELLER. EXCEPT AS EXPRESSLY MADE HEREIN, SELLER HEREBY SPECIFICALLY DISCLAIMS ANY WARRANTY, GUARANTY, OR REPRESENTATION, ORAL OR WRITTEN, PAST, PRESENT, OR FUTURE OF, AS TO, OR CONCERNING THE NATURE AND CONDITION OF THE TRANSACTION CONTEMPLATED HEREIN OR THE PROPERTY, INCLUDING, WITHOUT LIMITATION, THE WATER, SOIL, AND GEOLOGY, AND THE SUITABILITY THEREOF AND OF THE PROPERTY FOR ANY AND ALL ACTIVITIES AND USES WHICH BUYER MAY ELECT TO CONDUCT THEREON.

B. BUYER ACKNOWLEDGES HAVING BEEN GIVEN A SUFFICIENT OPPORTUNITY TO INVESTIGATE THE PROPERTY, AND, EXCEPT FOR SELLER'S REPRESENTATIONS AND WARRANTIES CONTAINED IN SECTION 10 OF THIS AGREEMENT, BUYER IS RELYING SOLELY ON ITS OWN INVESTIGATION OF THE PROPERTY AND FINANCIAL ANALYSIS.

C. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE CLOSING.

13. **Default.**

13.1 **By Seller.** If there is an event of default under this Agreement by Seller, including, without limitation, the failure by Seller to satisfy any condition precedent pursuant to Sections 9.8, Buyer will be entitled (a) to seek specific performance of Seller's obligations under this Agreement; (b) to terminate this Agreement by written notice to Seller and Escrow Agent; and (c) if Buyer elects either option (a) or (b), as hereinbefore set forth, Buyer may obtain payment from Seller of all damages incurred by Buyer as a result of such default. If Buyer terminates this Agreement pursuant to this Section 13.1 the escrow will be terminated all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Seller shall pay (i) to Buyer those costs and expenses which Buyer notifies Seller that Buyer has incurred in connection with this Agreement; (ii) all damages incurred by Buyer; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

13.2 **By Buyer.** In the event Buyer fails, without legal excuse, to complete the purchase of the Property, then the escrow will be terminated all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement other than that Buyer shall pay (i) to Seller those costs and expenses which Seller notifies Buyer that Seller has incurred in connection with this Agreement; (ii) all damages incurred by Seller; and (iii) any costs of terminating the escrow and any cancellation fee for the Commitment.

14. **Miscellaneous.**

14.1 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, personal representatives, successors, and assigns. No assignment of this Agreement by Buyer shall operate to relieve Buyer from any of its liabilities under this Agreement.

14.2 **Notices.** Any notice under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via facsimile. Any notice given by mail must be sent, postage prepaid, by first class, certified or registered mail, return receipt requested. All notices must be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

If to Seller, to:	Hartford Industrial, LLC
	Ty Reoh, Governor
	10515 20 <sup>th</sup> St SE
	Suite 130
	Lake Stevens, WA 98258-4766
	Ph: 425-876-5129

If to Buyer, to: City of Lake Stevens  
Attn: City Administrator  
1812 Main Street  
PO Box 257  
Lake Stevens, WA 98258-0257  
Ph: 425-377-3230

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one (1) business day after deposit with the courier service, and if mailed, three (3) business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as transmission is verified; provided that any verification that occurs after 5 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9 a.m. on the following business day.

14.3 **Authority.** The parties each represent and warrant that the persons signing below have the requisite authority to bind them.

14.4 **Amendments.** This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

14.5 **Governing Law; Venue.** This Agreement will be governed by and construed exclusively in accordance with the laws of the State of Washington. Venue for any action arising out of this Agreement shall be in Snohomish County Superior Court.

14.6 **Entire Agreement.** This Agreement and the exhibit hereto constitute the entire agreement between the parties with respect to the purchase and sale of the Property and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

14.7 **Attorneys' Fees.** In the event either party hereto finds it necessary to bring an action at law or other proceeding against the other party to enforce any of the terms, covenants or conditions hereof or any instrument executed pursuant to this Agreement, or by reason of any breach or default hereunder or thereunder, the party prevailing in any such action or proceeding shall be paid all costs and reasonable attorneys' fees by the other party and in the event any judgment is secured by such prevailing party, all such costs and attorneys' fees shall be included in any such judgment. The reasonableness of such costs and attorneys' fees shall be determined by the court and not a jury.

14.8 **Time of the Essence.** Time is of the essence of this Agreement.

14.9 **Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

14.10 **Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party.

14.11 **Tax Effect.** No party has made or is making any representations to the other concerning any of the tax effects of the transactions provided for in this Agreement. No party shall be liable for or in any way responsible to any other party because of any tax effect resulting from the transactions provided for in this Agreement.

14.12 **Representation.** It is agreed and acknowledged that the firm of Ogden Murphy Wallace P.L.L.C. represented only the Buyer in the drafting of this Agreement, and Seller acknowledges that it is entitled to seek separate legal counsel regarding this Agreement.

14.13 **Survival.** Sections 6.2, 14.1, 14.4, 14.5, 14.7, 14.9, 14.11, 14.12 and 14.13 shall survive the Closing of this Agreement.

14.14 **Counterparts; Scanned or Facsimile Signatures.** This Agreement may be executed in any number of counterparts, and all counterparts shall be deemed to constitute a single agreement. The execution and delivery of one counterpart by any party shall have the same force and effect as if the party had signed all other counterparts. Delivery by facsimile or by e-mail of a .PDF of an executed counterpart shall have the same effect as physical delivery of an original.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the last date set forth below.

**SELLER:**

HARTFORD INDUSTRIAL LLC

By: \_\_\_\_\_  
Ty Reoh, Governor

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**BUYER:**

CITY OF LAKE STEVENS (following City Council approval and authorization for Mayor to sign.)

By: \_\_\_\_\_  
John Spencer, Mayor

Date: \_\_\_\_\_

*Attest:*

By: \_\_\_\_\_  
Kathy Pugh, City Clerk

Date: \_\_\_\_\_

*Approved as to Form:*

City Attorney

By: \_\_\_\_\_  
Greg Rubstello

Date: \_\_\_\_\_



LAKE STEVENS CITY COUNCIL

## STAFF REPORT

**Council Agenda Date:** February 26, 2019

**Subject:** 2019 Comprehensive Plan Docket Public Hearing

**Contact Person/Department:** Russ Wright, Community  
Development Director

**Budget Impact:** N/A

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### RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold a public hearing on proposed Comprehensive Plan map and text amendments to determine if the proposals merit docket consideration (**Attachment 1**).
2. Adopt Resolution 2019-05 Setting the 2019 Comprehensive Plan Docket

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**BACKGROUND/ HISTORY:** Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The purpose of this briefing is to provide a list of city-initiated map and text amendments for the Council's consideration in setting the 2019 Comprehensive Plan Docket – Resolution 2019-05 (**Attachment 1**). The proposed docket includes items identified by the Council for review, technical updates and mandatory updates for some elements. Annual amendments may consider:

- Major or minor land use and road classification changes;
- Amendments to Plan text including support data and implementation;
- Changes to Element maps;
- Minor changes to policies or clarification; and
- Other minor text changes.

This year's docket includes the following items:

1. Text amendments

- **T-1 Chapter 2 – Land Use Element**

City-initiated text amendments to the land use element to update references to the downtown subarea plan, update statistical data and other information related to proposed map amendments as needed. The review of the subarea land use designations will consider current economic factors and transportation impacts. The city will also update references to the Shoreline Master Plan update.

Implementing changes to the municipal code related to any land use designation changes would be reviewed concurrently.

- **T-2 Chapter 5 – Parks, Recreation and Open Space Element**

City-initiated text amendment to complete the periodic review of the Parks Element of the Comprehensive Plan. This will include a review of the current parks inventory, levels of services and proposed capital projects.

- **T-3 Chapter 7 – Public Services and Utilities Element**

City-initiated amendment to update references to the School District Capital Facilities Plan.

- **T-4 Chapter 9 –Capital Facilities Element**

City-initiated amendment to update park, road and facility projects in the Capital Project List.

- **T-5 / T-6 Procedural Amendments**

Standard administrative updates, including incorporating SEPA documents and updating the dates on the cover, footnotes and the Table of Contents.

- **P-1 Placeholder**

Placeholder to address an inconsistency identified during the docket review process.

2. City-Initiated Land Use Map Amendment and Rezone

- City request to change the land use designations for parcels 8629 20th Street SE (Parcel No. 29052400301800) and Parcel No. 29060600300400 to Public / Semi-Public to support park uses.
- The city proposes to review the current Land Use designations in the 20<sup>th</sup> Street SE Corridor and Lake Stevens Center subareas.
- The city will also consider assigning land use designations for future annexation areas.
- Concurrent rezones would occur with any land use designation changes.

A staff summary and analysis for each map and text amendment (**Attachment 2**) describes how each proposed amendment is consistent with the ratification criteria. Vicinity maps are provided for reference of specific map changes (**Attachment 3**). The Planning Commission reviewed the proposed docket items, following a public hearing held on February 6, 2019, and recommended that the Council accept the proposed amendments for additional review. One letter was received supporting the idea of reviewing the land use designation of the old “Red Barn” site. This is included as part of the subarea review.

If docketed, city staff will conduct additional analysis based on the merits of the application compared to established review criteria. This review will inform the recommendation by the Planning Commission and action by the City Council. This action is to set the 2019 Docket only and not a recommendation of approval or denial of any amendments.

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**APPLICABLE CITY POLICIES:** Comprehensive Plan

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**BUDGET IMPACT:** None

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**ATTACHMENTS:**

1. Resolution 2019-05
2. Summary Table & Analysis
3. Vicinity Maps



**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON**

**RESOLUTION 2019-05**

**A RESOLUTION OF THE CITY OF LAKE STEVENS, RATIFYING A LIST OF  
DOCKET ITEMS FOR FURTHER ANALYSIS FOR THE 2019 COMPREHENSIVE  
PLAN DOCKET**

WHEREAS, the City of Lake Stevens is a city in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens has established procedures and schedules to update, amend or revise the Comprehensive Plan as required under RCW 36.70A.130(2)(a) no more frequently than once every year; and

WHEREAS, city-initiated map and text amendments along with associated rezones are proposed for inclusion on the 2019 Comprehensive Plan Docket; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on the proposed list of docket items attached hereto as Exhibit A on February 6, 2019, and all public testimony has been given full consideration and is included in the Planning Commission's recommendation to the City Council; and

WHEREAS, each individual proposal will undergo a full and complete SEPA review per Chapter 197-11 WAC and Chapter 16.04 LSMC during the analysis phase taking into consideration the interrelationship and cumulative effect of all requests as required under the Growth Management Act per Chapter 36.70A RCW.

WHEREAS, the City Council conducted a duly noticed public hearing on the proposed list of docket items listed in Exhibit A on February 26, 2019 and considered all public testimony and the Planning Commission's recommendation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
LAKE STEVENS AS FOLLOWS:**

Section 1. Requested Action. The Lake Stevens City Council requests the Department of Planning and Community Development individually analyze the attached list of docket items, prepare reports and present the detailed findings for each item to the Planning Commission and the City Council for action.

Section 2. 2019 Docket. The approved list of proposed items including city-initiated amendments to the land use map with associated rezones, city-initiated text amendments and procedural amendments constitute the 2019 Docket for the City of Lake Stevens and will serve as the only potential Comprehensive Plan changes allowed under RCW 36.70A.130(2)(a) and the City of Lake Stevens Comprehensive Plan.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 26<sup>th</sup> day of February 2019.

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John Spencer, Mayor

ATTEST:

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Kathy Pugh, City Clerk

APPROVED AS TO FORM:

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Greg Rubstello, City Attorney

## SUMMARY OF 2019 DOCKET PROPOSALS

RATIFICATION MAPS		
#	NAME	REQUEST
M-1	City-Initiated Map Amendment	<p>A. City request to change the land use designations for two parcels 8629 20th Street SE (Parcel No. 29052400301800) and Parcel No. 29060600300400 to Public / Semi-Public to support new park facilities.</p> <p>B. The city proposes to review the current Land Use designations in the 20<sup>th</sup> Street SE Corridor and Lake Stevens Center subareas.</p> <p>C. The city will also consider assigning land use designations for future annexation areas.</p> <p>Concurrent rezones would occur with any land use designation changes.</p>
RATIFICATION TEXT		
#	NAME	REQUEST
T-1	Chapter 2 – Land Use	<p>City-initiated text amendments to update the land use element to update references to the downtown subarea plan, update statistical data and other information related to proposed map amendments as needed. The review of the subarea land use designations will consider current economic factors and transportation impacts. The city will also update references to the Shoreline Master Plan update.</p> <p>Implementing changes to the municipal code related to any land use designation changes would be reviewed concurrently.</p>
T-2	Chapter 5 – Parks, Recreation & Open Space	City-initiated text amendment to complete the periodic review of the Parks Element of the Comprehensive Plan. This will include a review of the current parks inventory, levels of services and proposed capital projects.
T-3	Chapter 7 – Public Services	City-initiated text amendment to update references to the current School District Capital Facilities Plan.
T-4	Chapter – 9 Capital Facilities	City-initiated text amendments to update park, road and facility projects in the Capital Project List
T-5	Appendices	Update environmental review documents as needed.
T-6	Update Dates & Table of Contents	Update dates, cover, footers, Executive Summary and Table of Contents as needed.
P-1	Placeholder	Placeholder to address any inconsistencies identified during the docket review process.

#### Factors for Consideration:

##### Map

- How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the City.
- How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.
- What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?
- Comments received from affected property owners and residents.

Policy amendments should include a discussion of how the proposal is related to:

- Changing laws, economic conditions or social values,
- Changed socioeconomic conditions,
- Shifts in land use needs due to growth trends,
- Shifts in community opinion and priorities, or
- Significant changes to the amount and characteristics of anticipated future growth.

##### Ratification

1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment?
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan OR
6. All of the following:
  - a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and
  - b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.

## SUMMARY OF 2019 DOCKET PROPOSALS

RATIFICATION MAPS		
#	NAME	REQUEST
M-1	City-Initiated Map Amendment	<p>A. City request to change the land use designations for two parcels 8629 20th Street SE (Parcel No. 29052400301800) and Parcel No. 29060600300400 to Public / Semi-Public to support new park facilities.</p> <p>B. The city proposes to review the current Land Use designations in the 20<sup>th</sup> Street SE Corridor and Lake Stevens Center subareas.</p> <p>C. The city will also consider assigning land use designations for future annexation areas.</p> <p>Concurrent rezones would occur with any land use designation changes.</p>
RATIFICATION TEXT		
#	NAME	REQUEST
T-1	Chapter 2 – Land Use	<p>City-initiated text amendments to update the land use element to update references to the downtown subarea plan, update statistical data and other information related to proposed map amendments as needed. The review of the subarea land use designations will consider current economic factors and transportation impacts. The city will also update references to the Shoreline Master Plan update.</p> <p>Implementing changes to the municipal code related to any land use designation changes would be reviewed concurrently.</p>
T-2	Chapter 5 – Parks, Recreation & Open Space	City-initiated text amendment to complete the periodic review of the Parks Element of the Comprehensive Plan. This will include a review of the current parks inventory, levels of services and proposed capital projects.
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T-5	Appendices	Update environmental review documents as needed.
T-6	Update Dates & Table of Contents	Update dates, cover, footers, Executive Summary and Table of Contents as needed.
P-1	Placeholder	Placeholder to address any inconsistencies identified during the docket review process.

Factors for Consideration:

**Map Amendments**

- *How is the proposed land use designation supported by or consistent with the existing policies of the various elements of the Comprehensive Plan? If it isn't, the development should demonstrate how the change is in the best long-term interest of the city.*
  - The city proposes land use designation changes to support the development of two public parks. This proposal is consistent with several existing policies in the Comprehensive Plan that aim to promote high-quality and diversified parks spread throughout the city.
  - Land use designations will be reviewed in the 20<sup>th</sup> St SE Corridor and Lake Stevens Center subareas. The review of the designations will promote economic growth within the subareas. This is consistent with several goals and policies related to achieving a well-balanced mix of development and encouraging local growth centers to thrive.
  - Land use designations will be assigned in the city's UGA. This is consistent with goals and policies related to the responsible promotion of annexations of the UGA.
- *How does the proposed land use designation promote a more desirable land use pattern for the community? If so, a detailed description of the qualities of the proposed land use designation that make the land use pattern for the community more desirable should be provided to enable the Planning Commission and City Council to find that the proposed land use designation is in the community's best interest.*
  - All proposed map amendments promote a more desirable land use pattern because they relate to increased recreational opportunities, economic growth and development and predictability in the annexation process.
- *What impacts would the proposed change of land use designation have on the current use of other properties in the vicinity, and what measures should be taken to ensure compatibility with the uses of other properties in the vicinity?*
  - The development of public parks is compatible with the residential properties in the vicinity and would enhance the neighborhoods they serve.
  - The review of the subareas' land use designations will maintain compatibility with the overall subarea planning documents and character of the areas. These plans contemplated a review after five years to ensure that the land uses were still appropriate.
  - Setting land use designations in the city's UGA will provide current UGA residents with a clear picture of how the UGA will develop in the future once the areas are annexed into the city. The land use designations will be generally compatible with existing development patterns.
- *Comments received from affected property owners and residents.*
  - The city has held several public meetings related to the park's development and annexations. Comments regarding the park developments have been positive, while comments in public meetings for annexations have been mixed. As part of the review process affected stakeholders will be notified of any proposed changes.

## Ratification Criteria

1. *Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program?*
  - a. The proposed amendments are to existing text in the comprehensive plan that needs to be updated due to new development, new capital projects, new parks and changes to statistical data. These changes are not development regulations but may trigger a review of development regulations to implement.
2. *Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws?*
  - a. Yes, all amendments proposed shall follow an established legal process and criteria.
3. *Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time.*
  - a. The identified map changes and updated text elements have not been previously reviewed. The proposed review of subarea plans was predicted as part of the adoption.
4. *Does the City have the resources, including staff and budget, necessary to review the proposed amendment?*
  - a. The city will complete the amendment process with the existing staff or consultants with the budget available.
5. *Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan?*
  - a. Yes, the identified map amendments address inconsistencies of land use for properties designated for public purpose. Any changes to statistical data will ensure the most up to date information. Updating other references and plans will create internal consistency within the plan. The proposed amendments will correct inconsistencies as they are discovered.
6. *OR All of the following:*
  - a. *The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and*
    - i. The proposed amendments aim to serve the public interest by providing more open space, recreational opportunities and economic opportunities and create a more predictable development atmosphere in the city's UGA.
  - b. *The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.*
    - i. The proposed amendments are necessary during this review period to best serve the public with the above amenities and opportunities.









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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda**   February 26, 2019  
**Date:** \_\_\_\_\_

**Subject:**   *LUA2018-0108*- City initiated code amendment regarding Wireless Communications

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<b>Contact</b>	Josh Machen, Planning Manager	<b>Budget</b>	none
<b>Person/Department:</b>	Russ Wright, Community Development Director	<b>Impact:</b>	

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Approve Ordinance No. 1048, concerning Wireless Communication

Facilities. 1.    Ordinance No. 1048 with Exhibits

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**BACKGROUND:**

The city has drafted new and revised regulations regarding wireless communication facilities including the new small wireless facilities. The Lake Stevens Planning Commission held multiple briefings on the draft regulations between August-December of 2018 and a held a public hearing on January 16, 2019 that carried over to February 6, 2019. At the February 6, 2019 planning commission hearing, the commission made a recommendation of approval to the City Council (Attachment 1, Exhibit B).

The attached draft regulations are contained in a new Chapter 14.62 -Wireless Communication Facilities.

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**PURPOSE OF CODE AMENDMENT**

Bring the city's codes and regulations into compliance with the Spectrum Act and the adopted FCC rules regarding the permitting and siting of wireless communication facilities. Modify the city regulations to recognize the changing technology related to small-wireless facility networks and put into place regulations defining small wireless facilities and permitting procedures to allow their development along with proper aesthetic and concealment regulations

The following are the key issues addressed by the proposed code amendments:

- **Definitions**-add or update definitions for macro and small wireless facilities
- **Review Timelines**-provisions to ensure compliance with FCC permit processing timelines

- **Eligible Facility Modifications**-regulations in compliance with the “Spectrum Act” which provides for expedited review of wireless facilities replacing existing facilities, or when collocating on structures with existing wireless communication facilities.
- **Macro Facilities**- provisions to allow new antennas to be deployed on existing structures through an administrative conditional use permit, while requiring a full conditional use permit for new towers and structures. The new provisions also contain landscaping and screening requirements for new facilities.
- **Small Wireless Facilities**-small wireless facilities will now be allowed in all zones and within the rights-of-way with a franchise agreement. Drafted provisions contain special design considerations for our design and underground districts.
- **Concealment Standards**-the drafted regulations contain multiple standards for the concealment of small wireless facilities, to name a few, all wires are to be internal to the mounting pole if technologically feasible, antennas are to be shrouded and or painted to blend in with the light or utility pole upon which they are being deployed. There are also design provisions for when small wireless facilities are being attached to buildings.

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## ATTACHMENTS

1. Ordinance No. 1048 with Exhibits

## Attachment 1

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**ORDINANCE NO. 1048**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, CONCERNING WIRELESS COMMUNICATIONS FACILITIES; ADOPTING FINDINGS; AMENDING LAKE STEVENS MUNICIPAL CODE SECTIONS 14.08.010, 14.38.020, AND 14.40.090, REPEALING SECTION 14.44.360, AND ADDING NEW CHAPTER 14.62 TITLED "WIRELESS COMMUNICATION FACILITIES", RELATING TO ALL TYPES OF WIRELESS COMMUNICATION FACILITIES WITHIN THE CITY OF LAKE STEVENS; PROVIDING FOR SEVERABILITY, SUMMARY PUBLICATION BY ORDINANCE TITLE, AND AN EFFECTIVE DATE.

WHEREAS, the City Council acknowledges that the growing use of smart phones and other personal wireless devices creates a substantial need for wireless data transmission and therefore deems it in the public interest to adopt revised provisions related to all types of wireless facilities; and

WHEREAS, the Federal Communications Commission enacted regulations creating potential conflict between City land use review timelines and the preemptive federal shot clocks; and

WHEREAS, the Federal Communications Commission enacted regulations to implement Section 6409(a) of the Spectrum Act, specifically the creation of eligible facilities requests governing the modifications of wireless communications facilities; and

WHEREAS, the adoption of the contemporaneous franchise revisions and shot clocks requires integration with the City's zoning code to provide for design guidelines and processes to be used in the consideration of applications for small wireless facility permits; and

WHEREAS, on January 10, 2019, the City's SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a Determination of Nonsignificance (DNS), complying with SEPA's procedural requirements; and

WHEREAS, on December 4, 2019 the proposed amendments contained herein were transmitted to the State Department of Commerce as required by law and on December 22, 2019, the Department of Commerce granted expedited review of the proposed code amendments; and

WHEREAS, on January 16, 2019, following notice as required by law, the Planning Commission held a public hearing to receive staff and citizen input concerning the proposed code amendments and all persons who wished to be heard on the matter were heard; and

WHEREAS, on February 6, 2019, the Planning Commission adopted Findings, Conclusion and a Recommendation to the City Council which is attached hereto and incorporated by this reference; and

WHEREAS, following notice as required by law, the City Council held a public hearing on February 26, 2019 to receive staff and citizen input and to consider the recommendation of the Planning Commission and all persons who wished to be heard on the matter were heard; and

WHEREAS, after consideration of the record, the recommendations of the staff, planning commission and the public, the City Council has determined that it is in the public interest to adopt proposed regulations that shall govern wireless communication facilities within the City of Lake Stevens as set forth below and in the attached **Exhibit A**.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DO ORDAIN AS FOLLOWS:

**SECTION 1.** The City Council hereby makes the following findings:

- A. This ordinance amending the City's municipal code adopting regulations related to wireless communication facilities imposes restrictions necessary to protect public health and safety, while not unreasonably discriminating among providers of functionally equivalent services nor having an effect of prohibiting personal wireless services within the City.
- B. These proposed regulations were properly sent to the Washington State Department of Commerce for expedited review on December 4, 2018 as required by the Growth Management Act and received approval on December 22, 2018.
- C. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- D. As required by LSMC 14.16C.075(f), the adoption and amendment of codes in ordinance sections in the attached Exhibit A. are consistent with the Comprehensive Plan, comply with the Growth Management Act and serve to advance the public health, safety and welfare.
- E. The Findings of Fact, Conclusions and Recommendation of the Planning Commission attached hereto is hereby approved and adopted by the City Council as its own **(Exhibit B)**.
- F. The above recitals are adopted as additional procedural findings in support of this ordinance.

**SECTION 2.** LSMC sections 14.08.010, 14.38.020, 14.40.090, are hereby amended, LSMC section 14.44.360 is hereby repealed and a new Chapter 14.62 titled "Wireless Communication Facilities" is hereby added to the City of Lake Stevens Municipal Code as set forth in **Exhibit A which is incorporated herein by this reference**. All other provisions set forth in LSMC sections 14.08.010, 14.38.020, and 14.40.090 shall remain in full force and effect, unchanged.

**SECTION 3.** Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or

constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 4. Effective Date and Publication. The summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five (5) days after the date of publication and shall apply to all applications submitted after the effective date.

PASSED by the City Council of the City of Lake Stevens this 26<sup>th</sup> day of February 2019.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST/AUTHENTICATION:

By: \_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Greg A. Rubstello, City Attorney

First Reading and Final Reading: February 26, 2019

Published:

Effective Date:



## Exhibit A

### Chapter 14.08 BASIC DEFINITIONS AND INTERPRETATIONS

Sections:

#### 14.08.010 Definitions of Basic Terms

#### 14.08.020 *Re-codified*

#### 14.08.010 Definitions of Basic Terms.

The following definitions are being deleted from this chapter and are being integrated into a new chapter LSMS 14.62

~~*Wireless Communication Tower.* A support structure to which is attached equipment used for the transmission and/or reception of wireless telecommunications services, usually consisting of an antenna array, connection cables, and equipment cabinet.~~

~~*Wireless Communications.* Any personal wireless services as defined in the Telecommunications Act of 1996 or as may be subsequently amended. This includes FCC licensed commercial wireless telecommunications services including cellular, personal communication services (PCS), specialized mobile radio (SMR), enhanced specialized mobile radio (ESMR), paging and similar services that currently exist or that may in the future be developed.~~

### Chapter 14.38 SUBAREA PLANS

Section:

#### 14.38.020 Zoning Districts.

The following zoning districts implement the goals, policies and distribution of land uses set forth in the subarea plans.

(a) Business District (BD). The purpose of this district is to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, medical clinics, technology, and light manufacturing and assembly. Secondary uses include warehousing, storage and distribution associated with a principal use and small-scale retail and services that support the principal uses and objectives of the district. This district should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

(1) Principal Uses.

(i) Educational services (colleges and/or technical schools);

(ii) Finance and insurance;



- (iii) Health care services;
- (iv) Light manufacturing and assembly;
- (v) Management of companies and enterprises;
- (vi) Professional, scientific, and technical services; and
- (vii) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

- (i) Food services;
- (ii) Information services;
- (iii) Personal services;
- (iv) Retail trade;
- (v) Wholesale trade; and
- (vi) Warehousing, storage and distribution.

(vii) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less

(viii) Eligible Facility Modifications

(3) Special Regulations.

- (i) Secondary service uses and retail trade shall not exceed 5,000 gross square feet;
- (ii) Wholesale trade accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section 14.16C.045;
- (iii) Places of worship over 10,000 gross square feet require a conditional use permit per Section 14.16C.045;
- (iv) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;
- (v) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045; and
- (vi) Marijuana facilities are not allowed.

(b) Commercial District (CD). The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(1) Principal Uses.

- (i) Accommodation services;
- (ii) Arts and entertainment;
- (iii) Food services;
- (iv) Retail trade; and
- (v) Transit-oriented development (including transit facilities/stops).

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Educational services (colleges and/or technical schools);
- (iv) Finance and insurance;
- (v) Health care services;
- (vi) Information services;
- (vii) Personal services;
- (viii) Professional, scientific, and technical services;
- (ix) Public administration; and
- (x) Warehousing, storage and distribution.
- (xi) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less
- (xii) Eligible Facility Modifications

(3) Residential Uses.

- (i) Mixed use multi-family residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations.

- (i) Health care, professional, scientific, and technical services require a conditional use permit per Section 14.16C.045 when the structure's footprint exceeds 10,000 gross square feet;

- (ii) Places of worship over 10,000 gross square feet require a conditional use permit per Section 14.16C.045;

- (iii) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;

- (iv) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045;

- (iv) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section 14.16C.045;

- (vi) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted; and

- (vii) Marijuana retail facilities are not allowed.

(c) Main Street District (MS). The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small (up to 10,000 gross square feet) to mid-sized (approximately 30,000 gross square feet) businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses.

- (i) Arts and entertainment;
- (ii) Food services;
- (iii) Small to mid-size retail trade; and
- (iv) Transit facilities/stops.

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Finance and insurance;
- (iv) Health care services;
- (v) Personal services;
- (vi) Professional, scientific, and technical services; and
- (vii) Public administration.
- (viii) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less
- (ix) Eligible Facility Modifications

(3) Residential Uses.

- (i) Mixed use multi-family residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations.

- (i) Automotive, boat, and recreational vehicle sales and services are not allowed.
- (ii) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.
- (iii) Theaters and performing arts venues are limited to a maximum size of 500 seats.
- (iv) The footprint of small to mid-size retail trade uses, in any single-use structure, may not exceed 30,000 gross square feet.
- (v) Health care, professional, scientific, or technical service structures' footprints may not exceed 5,000 gross square feet.
- (vi) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;
- (vii) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045;

(viii) Marijuana facilities are not allowed.

(d) Mixed Use Neighborhood (MUN). The purpose of this district is to accommodate higher density residential development in proximity to employment and retail centers and provide basic convenience goods and services in areas with available public services and adequate traffic capacities. This district would have a minimum density of 15 dwelling units per acre. This district would create a transition between higher and lower intensity land uses.

(1) Principal Uses.

- (i) Multi-family apartments and condominiums;
- (ii) Townhomes and row houses; and
- (iii) Residential over retail/office including live/work units.

(2) Secondary Uses.

- (i) Neighborhood-oriented retail trade and personal services that meet the convenience shopping and services needs of the immediate and surrounding area.

(ii) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less

(iii) Eligible Facility Modifications

(3) Special Regulations.

- (i) Mixed use building configurations may include a vertical or horizontal stratification.
  - a. Retail and service uses located in attached mixed use buildings are limited to the ground level;
  - b. Sites with retail and service uses located in detached buildings are limited to a maximum floor area of 10,000 gross square feet;
  - c. Detached buildings with a footprint greater than 10,000 gross square feet require a conditional use permit per Section 14.16C.045;
  - d. Commercial uses should be oriented toward the primary frontage, with residential uses behind.
- (ii) In the 20th Street SE Corridor, the district will allow innovative housing options per Chapter 14.46.

- (iii) Automotive, boat, and recreational vehicle sales and services are not allowed.
- (iv) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.
- (v) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;
- (vi) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045;
- (vii) Marijuana facilities are not allowed.
- (viii) In the Downtown Lake Stevens Subarea, ground floor retail is required along Main Street NE frontages.

(e) Neighborhood Business (NB). The purpose of this district is to provide convenience goods, services, and opportunities for smaller scale shopping centers near neighborhoods that cater to pedestrians and commuters. This district should be located in areas with available public services, transportation accessibility to arterials and adequate traffic capacities.

(1) Principal Uses.

- (i) Arts and entertainment;
- (ii) Food services;
- (iii) Personal services;
- (iv) Small retail trade; and
- (v) Transit facilities/stops.

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Finance and insurance;
- (iii) Professional, scientific, and technical services; and
- (iv) Public administration.

(v) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less

(vi) Eligible Facility Modifications

(3) Special Regulations.

(i) Automotive, boat, and recreational vehicle sales are not allowed, except in locations immediately adjacent to a State route or State highway.

(ii) Drive-through uses are subject to screening requirements found in the applicable design guidelines.

(iii) The footprint of any single structure may not exceed 10,000 gross square feet.

(iv) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;

(v) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045;

(vi) Marijuana facilities are not allowed.

(f) Other Zones. The subareas may also contain the Urban Residential (UR), High Urban Residential (HUR), and Public/Semi-Public (P/SP) zoning districts, as described in Chapter 14.36 or as modified below.

(1) High Urban Residential (HUR). Within the subareas, the purpose of the HUR district is to accommodate higher-density residential uses that may include multi-family condominiums, apartments, townhouses and row houses, as well as any small lot single-family residential units or innovative housing options per Chapter 14.46 in areas served by public water and sewer facilities, as well as the other uses described in Table 14.40-I of Chapter 14.40.

(2) Public/Semi-Public (P/SP). Within the subareas, the purpose of P/SP district is to accommodate public and semi-public uses, such as schools, government facilities, public utilities, community facilities, parks, etc., as well as the other uses described in Table 14.40-I of Chapter 14.40.

(g) Central Business District (CBD). The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small to mid-sized businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses.

(i) Amusement and recreation;

(ii) Arts and entertainment;

- (iii) Food services;
  - (iv) Hospitality and lodging;
  - (v) Personal services; and
  - (vi) Small to mid-size retail trade.
- (2) Secondary Uses.
- (i) Commercial parking structures/lots;
  - (ii) Finance and insurance;
  - (iii) Health care services;
  - (iv) Professional, scientific, and technical services; and
  - (v) Public administration.
  - (vi) Small Wireless Facilities/ Towers and Antennas 50 Feet Tall or Less
  - (vii) Eligible Facility Modifications
- (3) Residential Uses.
- (i) Mixed use multifamily residential units including apartments, condominiums, and live/work units, where the residential units are located above or behind commercial uses.
- (4) Special Regulations.
- (i) Ground floor retail is required along Main Street and 18th St NE frontages.
  - (ii) Automotive, boat, and recreational vehicle sales and services are not allowed.
  - (iii) Drive-through uses are not allowed to front Main Street or 20th Street NE, but may be allowed on secondary streets.
  - (iv) Theaters and performing arts venues.
  - (v) The footprint of small to mid-size retail trade uses, in any single-use structure, may not exceed 30,000 gross square feet.



(vi) Health care, professional, scientific, or technical service structures' footprints may not exceed 5,000 gross square feet.

(vii) ~~Wireless and cellular communications facilities~~ Macro Facilities Collocation on existing buildings/structures require an administrative conditional use permit per Section 14.16C.015;

(viii) Macro Facilities (e.g., new tower, pole or structure) / Towers and Antennas More Than 50 Feet Tall require a conditional use permit per Section 14.16C.045;

~~(ixviii)~~ Marijuana facilities are not allowed. (Ord. 1027, Sec. 5, 2018; Ord. 1009, Sec. 3, 2017; Ord. 923, Sec. 2 (Exh. A), 2015; Ord. 908, Sec. 6, 2014; Ord. 876, Sec. 5 (Exh. 3), 2012)

#### Chapter 14.40 PERMISSIBLE USES

LSMC 14.40.090 "More Specific Use Controls" (Table 14.40-I: Table of Permissible Uses by Zones) is hereby amended to modify section "18.000 Towers and Structures" to "18.000 Wireless Communication Facilities" and to modify the listed uses under this section as shown below, all other uses shall remain in full force and effect, unchanged:

TABLE 14.40-I: TABLE OF PERMISSIBLE USES BY ZONES

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.												
P - Permitted Use; A - Administrative Conditional Use; C - Conditional Use (See Section 14.40.020 for explanation of combinations)												
USE DESCRIPTIONS		SR	WR	UR	HUR	MFR	LB	MU <sup>1</sup>	PBD <sup>5</sup>	LI	GI	P/SP
18.000	<u>WIRELESS COMMUNICATION FACILITIES, TOWERS AND RELATED STRUCTURES</u>											
18.100 <sup>12</sup>	<u>Small wireless Facilities<sup>12</sup></u> / Towers and Antennas 50 Feet Tall or Less	P	P	P	P	P	P	P	P	P	P	P
18.200 <sup>12</sup>	<u>Macro Facilities (e.g., new tower, pole or structure)<sup>12</sup></u> / Towers and Antennas More Than 50 Feet Tall <del>and Receive-Only Earth Stations</del>	<u>AC</u>	A	<u>AC</u>	<u>AC</u>	<u>AC</u>	A	A		A	A	A

18.300	<u>Macro Facilities Collocation on existing buildings/structures Wireless Communications Facilities</u> <sup>13</sup>	<u>CA</u>	<u>CA</u>	<u>CA</u>	<u>CA</u>	<u>CA</u>	A	A		A	A	A
<u>18.400</u>	<u>Eligible Facility Modifications</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>	<u>P</u>	<u>P</u>

12 ~~Excludes wireless communication facilities. See Use Class 18.300 See regulations in Chapter 14.62 LSMC for specific regulations. Chapter 14.38 LSMC describes permissible uses for wireless facilities within subareas.~~

13 ~~No land use permit is required in certain situations. See Sections 14.44.360(d) and (e). See specific regulations in LSMC 14.62.160~~

#### Chapter 14.44 SUPPLEMENTARY USE REGULATIONS

##### ~~14.44.360 Wireless Communication Towers and Antennas.~~

~~(a) No wireless communication tower may be located within 1,000 feet of an existing or previously approved tower.~~

~~(b) No wireless tower may be located within 1,000 feet of the shoreline of Lake Stevens.~~

~~(c) All new towers shall be designed to reasonably accommodate future installation of a second array.~~

~~(d) A new antenna or array placed on a previously approved tower is exempt from further land use permit approvals, provided it does not add more than 25 feet to the height of the tower.~~

~~(e) A new antenna or array placed on an existing structure such as a water tank or building is exempt from a land use permit, provided the new antenna or array extends no higher than 25 feet above the top of the structure to which it is being added.~~

~~(f) Speculative wireless towers are prohibited. As part of the land use permit process, the applicant shall demonstrate that there is a licensed provider of telecommunication services contractually committed to using the proposed pole to provide wireless communication services.~~

~~(g) Screening of the base of the pole, including any security fences and equipment cabinets, shall be done in a manner as to blend into the site so as the screening does not to call undue attention itself. Unless otherwise required by the Federal Aviation Administration, wireless facility support structures shall be of a neutral color to minimize visibility.~~

~~(h) Should the communications element of a tower be abandoned and cease functioning for a period of one year, the tower shall be removed from the site. At the time of application, a notarized statement from the property owner shall be provided to the City and recorded against the property which affirms that: 1. The signee is the owner; and~~

~~2. He or she understands that if the use is abandoned the tower must be removed within one year; and  
3. If the City takes action to enforce this rule, the property owner, heirs or successors are ultimately responsible for the removal. (Ord. 608, Sec. 3, 1999)~~

**New: Chapter 14.62 Wireless Communication Facilities**

Sections:

**Part I. General Provisions**

- 14.62.010 Purpose
- 14.62.020 Definitions
- 14.62.030 General Provisions
- 14.62.040 Permit required
- 14.62.050 Wireless Communication Facility Permit Process/Processing Timelines
- 14.62.060 Exclusions
- 14.62.070 Application Submittal Requirements
- 14.62.080 Small Wireless Facility General Permit Requirements
- 14.62.090 Electromagnetic Field (EMF) Standards Compliance
- 14.62.100 Permit Enforcement
- 14.62.110 Reservation of Authority
- 14.62.120 Federal Regulatory Requirements
- 14.62.130 SEPA Review Wireless Communication Facilities

**Part II. Macro Wireless Communication Facilities-Towers and Antennas**

- 14.62.140 Purpose
- 14.62.150 Procedure
- 14.62.160 Macro Wireless Communication Facility Regulations
- 14.62.170 Prioritized Locations
- 14.62.180 Development Standards

**Part III. Eligible Facility Modifications (EFM)**

- 14.62.190 Purpose
- 14.62.200 Applicability – Relationship to other Rules and Regulations
- 14.62.210 Substantial Change Criteria

**Part IV. Small wireless Facilities**

- 14.62.220 Purpose and Intent
- 14.62.230 Review Process
- 14.62.240 Design and Concealment Standards for Small Wireless Facility Deployments
- 14.62.250 Design Zones for Small Wireless Facilities

- 14.62.260 New Poles in the Rights-of-way for Small Wireless Facilities and Installations in a Design Zone
- 14.62.270 Franchise Application
- 14.62.280 Implementation—Right-of-way permits for small wireless facility deployment
- 14.62.290 Ground-Mounted Equipment
- 14.62.300 Underground Districts
- 14.62.310 Replacement Utility Pole — Street Lighting
- 14.62.320 Modifications to small wireless facilities
- 14.62.330 Consolidated Permit

**Part I. General Provisions**

**14.62.010 Purpose**

This chapter defines the regulations for placing, developing, permitting and removing all types of wireless communication facilities (“WCF”) including macro and small wireless facilities. It also provides adequate siting opportunities by identifying a range of locations and options that support wireless communications technology. This chapter encourages siting facilities on existing buildings or structures, collocating providers on single structures, maintaining neighborhood appearances and reducing visual clutter in the city. Specific purposes include:

- (a) Minimizing potential adverse visual, aesthetic, and safety impacts of wireless facilities;
- (b) Establishing objective standards for the placement of wireless facilities;
- (c) Allowing competition that does not unreasonably discriminate among providers of functionally equivalent services;
- (d) Encouraging the design of wireless facilities to be aesthetically and architecturally compatible with the surrounding built and natural environments; and
- (e) Encouraging the collocation or attachment of small wireless facilities on existing support structures to help minimize the total number and impact of such structures throughout the community.

**14.62.020 Definitions**

- (a) “Antenna” means an apparatus designed for emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to Federal Communications Commission authorization, for the provision of personal wireless service and any commingled information services.
- (b) “Antenna equipment” means equipment, switches, wiring, cabling, power sources, shelters or cabinets associated with an antenna, located at the same fixed location as the antenna, and, when collocated on a structure, is mounted or installed at the same time as such antenna.
- (c) “Base Station” (this definition only applies to EFM) means a structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein or any equipment associated with a tower. Base Station includes, without limitation:

- (1) Equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
  - (2) Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems (“DAS”) and small-cell networks).
  - (3) Any structure other than a tower that, at the time the relevant application is filed with the City of Lake Stevens under this section, supports or houses equipment described in paragraphs (b)(1)-(b)(2) that has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support. The term does not include any structure that, at the time the relevant application is filed with the City of Lake Stevens under this section, does not support or house equipment described in (b)(1)-(2) of this section.
- (d) “Collocation” means mounting or installing an antenna facility on a pre-existing structure, and/or modifying a structure for mounting or installing an antenna facility on that structure. Provided that, for purposes of Eligible Facilities Requests, “collocation” means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.
- (e) “Electromagnetic field” or “EMF” means the field produced by the operation of equipment used in transmitting and receiving radio frequency signals.
- (f) “Eligible Facilities Request” means any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:
- (1) Collocation of new transmission equipment;
  - (2) Removal of transmission equipment; or
  - (3) Replacement of transmission equipment.
- (g) “Eligible support structure” means any tower or base station as defined in this section, if it is existing at the time the relevant application is filed with the City of Lake Stevens under this section.
- (h) “Equipment facility” means any structure used to house electronic equipment, cooling systems and back-up power systems associated with a WCF, including shelters, enclosures, cabinets and other similar structures.
- (i) “Existing” (this definition only applies to EFM) means a constructed tower or base station is existing for purposes of this section if it has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, provided that a tower that has not been reviewed because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this section.
- (j) “Macro facility” means is a large wireless communication facility that provides radio frequency coverage for a cellular telephone network. Generally, macro cell antennas are mounted on ground-based towers, rooftops and other existing structures, at a height that provides a clear view over the surrounding buildings and terrain. Macro cell facilities typically contain antennas that are greater than three cubic feet per antenna and typically cover large geographic areas with relatively high capacity and may be capable of hosting multiple wireless service providers.

- (k) "Site" for towers other than towers in the public rights-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, further restricted that area in proximity to the structure and to other transmission equipment already deployed on the ground.
- (l) "Small wireless facilities" are wireless communication facilities that meet each of the following conditions:
  - (1) The facilities (i) are mounted on structures 50 feet or less in height including their antennas are mounted on structures no more than 10 percent taller than other adjacent structures, or (iii) do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
  - (2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined above), is no more than three cubic feet in volume; and
  - (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume.
- (m) "Structure" means a pole, tower, base station, or other building, whether or not it has an existing antenna facility, that is used or to be used for the provision of personal wireless service (whether on its own or comingled with other types of services).
- (n) "Substantial Change" (this definition only applies to EFM) means a modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:
  - (1) For towers, other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than 10 feet, whichever is greater;
  - (2) For towers, other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;
  - (3) For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;
  - (4) It entails any excavation or deployment outside the current site;
  - (5) It would defeat the concealment elements of the eligible support structure; or
  - (6) It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is non-compliant only in a manner that

would not exceed the thresholds identified under the definition of substantial change in this section.

- (o) "Tower" means any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.
- (p) "Transmission Equipment" means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
- (q) "Unified enclosure" means a small wireless facility providing concealment of antennas and equipment within a single enclosure.
- (r) "Utility pole" means a structure designed and used primarily for the support of electrical wires, telephone wires, television cable, traffic signals, or lighting for streets, parking areas, or pedestrian paths.
- (s) "Wireless communication facility" or "WCF" means an unstaffed facility for the transmission and/or reception of radio frequency, microwave or other signals for wireless service purposes, including and typically consisting of antennas, equipment shelters or cabinet, transmission cables, a support structure required to achieve the necessary elevation, and reception and transmission devices and antennas.
- (t) "Wireless communication tower" see definition for "tower" in this chapter.
- (u) "Wireless services" means mobile services, unlicensed wireless services, and common carrier wireless exchange access services, as defined by federal laws and regulations.

#### **14.62.030 General provisions**

- (a) Wireless communication facilities shall not be considered nor regulated as essential public facilities.
- (b) Small wireless facilities located outside of the public rights-of-way may be either a primary or a secondary use. A different use of an existing structure on the same lot shall not preclude the installation of a small wireless facility.
- (c) Small wireless facilities located within the public right-of-way pursuant to a valid franchise are out right permitted uses in every zone of the City but still require a land use and right-of-way permit.

#### **14.62.040 Permit required**

- (a) A land use permit per LSMC 14.40-I Table of Permissible uses by Zones is required in addition to a building permit for the location, installation or construction of any wireless communication facility (WCF) and for any modification to an existing WCF.

#### **14.62.050 Wireless Communication Facility Permit Process/Processing Timelines**

The city shall make every reasonable effort to comply with the requirements of 47 C.F.R. § 1.6003 and the presumptively reasonable time periods for review established therein and identified in the table below:

**Table 14.62.050A Wireless Communication Facility Permit Process/Processing Timelines**

Facility Type <sup>i</sup>	Permit Type	Timeframe for Review: (commences at submittal)	Days to Determine Application Completeness:
Eligible Facility Modification (EFM)	Type I	60-days	30-days <sup>ii</sup>
Small Wireless Facility on Existing Structure	Type I	60-days	10-days <sup>iii</sup>
Small Wireless Facility on New Structure	Type II	90-days	10-days
Macro Wireless Communication Facility Collocation	Type II	90-days	30-days
Macro Wireless Communication Facility- non-collocation (e.g., new tower, pole, structure)	Type III	150-days	30-days

i. See definitions in this chapter for facility types (LSMC 14.62.020).

ii. See LSMC 14.62.080

iii. See LSMC 14.62.080

#### **14.62.060 Exclusions**

The following antennas and related facilities are expressly excluded from the provisions of this chapter.

- (a) Ham or amateur radio vertical tower antennas and related facilities.
- (b) Television and satellite dish antennas.
- (c) Antennas located wholly within another structure and not visible from the outside.
- (d) Emergency communications equipment during a declared public emergency.
- (e) A temporary wireless facility installed for providing coverage of a special event such as a fair, news coverage or sporting event. The wireless facility shall be exempt from the provisions of this chapter for up to two weeks before and after the duration of the special event.
- (f) A temporary wireless facility installed for a period of 180 days, subject to renewals at the city's discretion, to provide service during repair, replacement, or relocation of an existing facility or construction of a new facility.



#### **14.62.070 Application submittal requirements**

- (a) This section sets forth the submittal requirements for all wireless communication facilities (WCF) including eligible facilities modifications (EFM) and small wireless facilities. The listed submittal requirements are necessary to ensure that the city has all information and documentation to determine if the proposal will meet regulations or if a proposed facility modification will substantially change the physical dimensions of an eligible support structure. The submittal requirements are not intended to establish the need for the proposed WCF or modifications or to justify the business decision to propose such modifications.
- (b) Submittal Requirements. No WCF or EFM application shall be deemed complete unless it is in writing; accompanied by the appropriate application and review fee; includes the required submittals; and attested to by the authorized person certifying the truth and accuracy of the information provided in the application. The application shall include the following submittals, unless waived by the Director.
  - (1) Contact information for the authorized person;
  - (2) Contact information for the applicant;
  - (3) Ownership information (if the proposal is not within public right-of-way);
  - (4) Specific locational information including GIS coordinates of all proposed WCF;
  - (5) Whether and where wireless facilities are to be located on existing utility poles, towers, buildings or other structures;
  - (6) Whether the deployment will utilize replacement utility poles, new poles, towers, and/or other structures and where such replacement will take place;
  - (7) Detailed schematics and visual renderings of the facilities including engineering and design standards.
  - (8) Conduit and/or ground-mounted equipment necessary for and intended for use in the deployment shall also be specified regardless of whether these facilities are constructed by the applicant or leased from an infrastructure provider.
  - (9) A site/landscaping plan showing the specific placement of the WCF on the site; showing the location of existing structures, trees and other significant site features; and indicating type and locations of plant materials used to screen WCF components;
  - (10) Documentation verifying that the proposed WCF complies with any applicable regulations and specifications in accordance with the Federal Aviation Administration (FAA);
  - (11) If applicable, documentation that demonstrates that there is a licensed provider of wireless services contractually committed to using the proposed WCF to provide wireless services.
  - (12) Property owner signed notarized statement regarding abandonment. The statement shall affirm the following:
    - (i) The signee is the owner; and
    - (ii) He or she understands that if the use is abandoned the tower must be removed within one year; and

- (iii) If the City acts to enforce LSMC 14.62.170 (p), the property owner, heirs or successors are ultimately responsible for the removal.
  - (13) Certification of an RF Engineer- regarding FCC electromagnetic field compliance.
  - (14) Waiver of Submittal Requirement. The Director or designee may waive any submittal requirement upon determination that the required submittal, or part thereof, is not reasonably related to the proposed WCF or substantial change criteria related to an EFM. A waiver, to be effective, must include written approval by the Director or designee.
  - (15) When Received. An WCF or EFM application, and any supplemental submittals, shall be deemed received by the city upon the date such application or supplemental submittal is filed with the planning and community development department. An application must be accompanied by the applicable permit review fee(s). Any application received by the city without contemporaneous payment, or deposit, of the applicable permit review fees will be rejected.
- (c) Additional Submittal Requirements for EFM's
- (1) An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act;
  - (2) If the applicant is not the owner or person in control of the eligible support structure and/or site, the applicant must provide verification that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under and above the public right-of-way;
  - (3) If the applicant proposes a modification that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure as originally constructed and granted approval by the city or other applicable regulatory authority; or most recent modification approval;
  - (4) If the applicant proposes a modification to an eligible support structure, which is subject to preexisting, conditions, restrictions or requirements, the applicant must provide a copy of the document (e.g., CUP) setting forth the restrictions or requirements and describe how the proposed modification conforms to the original restrictions or requirements;
  - (5) If the applicant proposes a modification to an eligible support structure that is subject to preexisting concealment restrictions or requirements the applicant shall continue to meet concealment elements as currently required or conditioned.;
  - (6) If the applicant proposes a modification that will protrude from the edge of a non-tower eligible support structure, the applicant must provide as-built plans or equivalent showing at a minimum the edge of the eligible support structure at the location of the proposed modification;
  - (7) If the applicant proposes a modification to the eligible support structure that includes hardening through structural enhancements, the applicant must provide a technical report by a qualified engineer demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed collocation, removal, or replacement of transmission equipment. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity;

(8) If the applicant proposes a modification to a tower or base station, the applicant must provide a stamped report by professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical and safety codes, for the applicable zone in which the tower is located, and describe the general structural capacity of the tower with the proposed modifications, including:

- (i) The number and type of antennas that can be accommodated;
- (ii) The basis for the calculation of capacity; and
- (iii) The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance;

(9) If the applicant proposes a modification requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:

- (i) The location, elevation and dimensions of the existing eligible support structure;
- (ii) The location, elevation and dimensions of the existing transmission equipment;
- (iii) The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;
- (iv) The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;
- (v) Any proposed modification to the eligible support structure;
- (vi) The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and
- (vii) The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

(d) Additional Submittal Requirements for Small Wireless Facilities

- (1) The location of overhead and underground public utility, telecommunication, cable, water, sewer drainage and other lines and equipment in the rights-of-way within 50 feet from the proposed site.
- (2) The specific trees, structures, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.
- (3) All existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed site.

- (4) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small cell facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum the applicant must indicate how it expects to obtain fiber and electric service to the small cell facility.
- (5) If the site location includes a new light pole, then the applicant must submit a photometric analysis of the roadway and sidewalk 150 feet upstream and downstream of the existing light.
- (6) Compliance with the aesthetic requirements of Section 16.62.260.

#### **14.62.080 Small Wireless Facility General Permit Requirements**

- (a) The grantee of any permit shall comply with all the requirements within the small wireless permit.
- (b) Small wireless facilities installation will require a small wireless facility permit and a right-of-way permit if any construction or construction activities will occur within city right-of-way.
- (c) Post-Construction As-Built. Within thirty (30) days after construction of the small wireless facility, the proponent or successor shall provide the City with as-builts of the pole and small wireless facilities demonstrating compliance with the permit and site photographs.
- (d) Permit Time Limit. Construction of the small wireless facility must be completed within six (6) months after the approval date by the City. The grantee may request one (1) extension to be limited to six (6) months, if the applicant cannot construct the small wireless facility within the original six (6) month period.
- (e) Site Safety and Maintenance. The grantee must maintain the small wireless facilities in safe and working condition. The grantee shall be responsible for the removal of any graffiti or other vandalism and shall keep the site neat and orderly, including but not limited to following any maintenance or modifications on the site.

#### **14.62.090 Radio Frequency (RF) standards compliance**

- (a) All WCF shall be operated in compliance with federal standards for EMF emissions.
- (b) Radio Frequency (RF) Certification
  - (1) The applicant shall submit an RF certification signed by an RF engineer with knowledge of the proposed project affirming that the WCF deployment will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the WCF and any associated wireless backhaul will operate.
  - (2) An existing franchisee applying for a right-of-way permit for small wireless facility shall provide an RF certification for all facilities included in the deployment which are to be installed by the franchisee.
  - (3) If facilities which produce RF radiation are necessary to the WCF deployment and will be provided by another franchisee, then the WCF deployment in the initial franchise or in a subsequent right-

of-way permit shall be conditioned on an RF certification showing that the cumulative impact of the RF emissions from the entire installation meets federal requirements.

**14.62.100 Permit enforcement**

The planning and community development director, or designee, shall enforce the provisions of this chapter under the code enforcement provisions of the Lake Stevens Municipal Code.

**14.62.110 Reservation of Authority**

Nothing herein is intended or shall operate to waive or limit the city's right to enforce, or condition approval on, compliance with generally applicable building, structural, electrical, and safety codes and with other laws codifying objective standards reasonably related to health and safety.

**14.62.120 Federal Regulatory Requirements**

(a) These provisions shall be interpreted and applied to comply with the provisions of federal law. By way of illustration and not limitation, any small wireless facility which has been certified as compliant with all FCC and other government regulations regarding the human exposure to radio frequency emissions will not be denied based on RF radiation concerns.

(b) Wireless communication facilities shall be subject to the requirements of this chapter to the extent that such requirements (i) do not unreasonably discriminate among providers of functionally equivalent services, and (ii) do not have the effect of prohibiting wireless services within the City.

**14.62.130 SEPA Review Wireless Communication Facilities**

SEPA Review is required for new or replacement WCF unless exempt per WAC 197-11-800 (25).

**Part II. Macro Wireless Communication Facilities-Towers and Antennas**

**14.62.140 Purpose**

The purpose of this Part is to set out regulations related to the deployment of Macro Wireless Communication Facilities (WCF), including new towers and antennas throughout the City.

**14.62.150 Procedure**

New macro WCF that are placed on a new tower or new structure shall be processed as a Type II or III Review/Conditional Use Permit consistent with Table 14.40-I and the procedures in Chapter 14.16B LSMC. Collocation of new macro WCF that do not qualify as an eligible facility modification under Chapter 14.62 Part III LSMC, shall be processed as a Type II Review/Administrative Conditional Use Permit consistent with the procedures in Chapter 14.16B LSMC.

**14.62.0160 Macro Wireless Communication Facility Regulations**

- (a) Construction or installation of the WCF must commence within one year from the date of the permit, with opportunity for a one-year extension; otherwise, the permit shall be revoked without further action of the city and the rights and privileges appurtenant to the permit shall be void;
- (b) Permittee shall allow collocation of proposed WCF on the permittee's site, unless the permittee establishes to the city's satisfaction that collocation will technically impair the existing permitted use(s) to a substantial degree;
- (c) Permittee shall maintain the WCF in a state of good repair and to maintain or replace, if necessary, vegetation and landscaping required as a condition of approving the permit;

- (d) Permittee shall notify the city of any sale, transfer, assignment of a site or WCF within 60 days of such event; and
- (e) Permittee shall comply with the provisions of this title and all other applicable city ordinances and rules and regulations.

#### **14.62.170 Prioritized locations**

The following sites are prioritized in order of preference for locating proposed macro WCF and permits shall be issued so that WCF will be located on the highest priority site feasible:

- (a) Collocation on a tower or structure with other existing WCF.
- (b) Collocation on public buildings and structures located in nonresidential zones.
- (c) Collocation on buildings and structures in industrial, commercial and business zones.
- (d) Collocation on buildings and structures in residential zones not used entirely for residential uses; provided, that WCF will not be sited on vacant residential lots.
- (e) New tower or structure built for the WCF.

#### **14.62.180 Development standards**

All macro WCFs shall be constructed or installed per the following development standards:

- (a) WCF must comply with applicable Federal Communications Commission (FCC), Federal Aviation Administration (FAA), state, and city regulations and standards;
- (b) A freestanding WCF shall not be allowed whenever an existing structure can meet technical and network location requirements;
- (c) No WCF tower may be located within 1,000 feet of an existing or previously approved tower, unless deemed an effective prohibition and the applicant demonstrates that collocation on such previously approved tower is not feasible.
- (d) No WCF tower may be located within 1,000 feet of the shoreline of Lake Stevens.
- (e) All new WCF towers shall be designed to reasonably accommodate future installation of a second array.
- (f) Speculative WCF are prohibited. As part of the land use permit process, the applicant shall demonstrate that there is a licensed provider of wireless services contractually committed to using the proposed WCF to provide wireless services or if the applicant is a licensed provider of wireless services then the applicant shall provide an anticipated date of operation.
- (g) Antennas shall be located, mounted and designed so that visual and aesthetic impacts upon surrounding land uses and structures are minimized, and so that they blend into the existing environment;
- (h) WCF must be screened or camouflaged employing the best available technology, such as compatible materials, location, color, and/or hollow flagpoles, and other tactics to minimize visibility of the facility from public streets and residential properties.
- (i) A freestanding WCF shall comply with all required setbacks of the zoning district in which it is located, unless it is located within the public right-of-way;

- (j) WCF shall be designed and placed or installed on the site in a manner that takes maximum advantage of existing trees, mature vegetation, and structures by:
  - (1) Using existing site features to screen the WCF from prevalent views; and
  - (2) Using existing site features as a background in a way that the WCF blends into the background;
- (l) Screening of the base of the WCF, including any security fences and equipment cabinets, shall be done in a manner as to blend into the site so as the screening does not call undue attention itself.
- (m) A WCF shall be painted either in a nonreflective color or in a color scheme appropriate to the background against which the WCF would be viewed from most points within its viewshed, and in either case the color must be approved by the city as part of permit approval;
- (n) Equipment facilities shall be placed underground if applicable, or, if above ground, shall:
  - (1) Be screened from any street and adjacent property with fencing, walls, landscaping, structures or topography or a combination thereof.
- (o) As a condition of permit approval, the city may require the applicant to supplement existing trees and mature vegetation to screen the facility;
- (p) Should the WCF be abandoned or cease functioning for a period of one year, the tower shall be removed from the site. At the time of application, a signed statement from the property owner shall be provided to the city and recorded against the property which affirms that:
  - (1) The signee is the property owner; and
  - (2) He or she understands that if the use is abandoned the WCF must be removed within one year; and
  - (3) If the city acts to enforce this rule, the property owner, heirs or successors are ultimately responsible for the removal.
- (q) Security fencing shall:
  - (1) Not exceed eight feet in height;
  - (2) Be screened from view using appropriate landscaping materials; and
  - (3) If it is a chain-link fence, be camouflaged with appropriate techniques and painted or coated with a nonreflective color.

### **Part III Eligible Facility Modifications (EFM's)**

#### **14.62.190 Purpose**

This section implements Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 ("Spectrum Act"), as interpreted by the Federal Communications Commission's ("FCC" or "Commission") Acceleration of Broadband Deployment Report & Order, which requires a state or local government to approve any Eligible Facilities Request for a modification of an existing tower or base station that does not result in a substantial change to the physical dimensions of such tower or base station.

#### **14.62.200 Applicability – Relationship to other rules and regulations**

- (a) Sole and Exclusive Procedure. The provisions in this Section 14.62.200 and 14.62.210 shall be the sole and exclusive procedure for review and approval of a proposed facilities modification which the applicant asserts are subject to review under Section 6409 (Spectrum Act). To the extent that other provisions of the city code establish a parallel process for review and approval of a project permit application for a proposed facilities modification, the provisions of this chapter shall control. If any part of an application for project permit approval includes a proposed facilities modification, the proposed facilities modification portion of the application shall be reviewed under the provisions of this chapter. If an application for project permit approval includes a proposal to modify an eligible support structure, and the applicant does not assert in the application that the proposal is subject to review under Section 6409, such proposal shall not be subject to review under this section and may be subject to review under other applicable provisions of the city code.
- (b) Illegal Structures. EFM's do not apply to structures that were never permitted if a permit was required by the city or county code applicable at the time of construction.
- (c) Replacement of Eligible Support Structure. This Part shall not apply to a proposed facility modification to an eligible support structure that will involve replacement of a tower or base station.
- (d) First Deployment – Base Station. This Part shall not apply to a proposed facility modification to a structure, other than a tower, that does not, at the time of submittal of the application, already house or support a WCF lawfully installed within or upon, or attached to, the structure.
- (e) Interpretation. Interpretations of this Part and Chapter shall be guided by Section 6409; the FCC eligible facilities request rules, the FCC's Report and Order, regarding Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14- 153.

#### **14.62.210 Substantial change criteria**

A proposed eligible facilities modification will substantially change the physical dimensions of an eligible support structure if it meets any of the criteria listed in the definition of Substantial Change.

### **Part IV. Small Wireless Facilities**

#### **14.62.220 Purpose and Intent**

To manage its right-of-way in a thoughtful manner, the City of Lake Stevens has adopted this process for the deployment of small wireless facilities. Sections 14.62.130 through 14.62.210 shall not apply to the deployment of small wireless facilities. The process balances the need to accommodate new and evolving technologies with the preservation of the natural and aesthetic environment of the city while complying with the requirements of state and federal law.

Service providers who seek to utilize the public right-of- way for small wireless facility deployment to provide wireless communication, data transmission or other related services must have a valid franchise to provide the specific service seeking to utilize the right-of-way and a right-of-way permit to deploy the technology. Entities with franchises who wish to utilize a small wireless facility deployment to upgrade or expand their existing services shall utilize the processes set forth in this chapter to deploy their technology and obtain design approval of specific installations.



A right-of-way permit in addition to a land use permit is required for small wireless facility deployment under the franchise, to the extent required under Section 14.62.080(b). An entity without a franchise shall apply for a consolidated permit which shall be processed concurrently as one master permit within the meaning of RCW 35.99.010(3) and 35.99.030. For entities with a valid franchise, see Section 14.62.240.

- (a) Nothing in this Part revises or diminishes the rights and obligations of an existing franchise.
- (b) The term “small wireless facility deployment” shall include the deployment of small wireless facility facilities and small wireless facility networks as those terms are defined by this chapter.
- (c) Existing franchisees with franchises that do not specifically permit small wireless facility deployment shall be required to either amend their existing franchise or enter a new franchise with the city.

#### **14.62.230 Review process**

The following provisions relate to applications for a franchise or right-of-way permit for small wireless facility deployments:

(a) Review of Facilities. Review of the site locations proposed by the applicant shall be governed by the provisions of 47 USC Section 253 and 47 USC Section 332, federal regulations and applicable case law. Applicants for franchises and the right-of-way permits which implement the franchise shall be treated in a competitively neutral and nondiscriminatory manner with other service providers utilizing supporting infrastructure which is functionally equivalent, that is, service providers whose facilities are similarly situated in terms of structure, placement or cumulative impacts. Franchise and right-of-way permit review under this chapter shall neither prohibit nor have the effect of prohibiting the ability of an applicant to provide telecommunications services.

(b) Third Party Requirements.

- (1) All installations of small wireless facilities must have permission from the pole/structure owner to install facilities on such structure.
- (2) Governing Construction or Electrical Code. All installations of small wireless facilities shall comply with any governing construction or electrical code such as the National Electrical Safety Code, the National Electric Code or state electrical code, as applicable. All installations of ground-mounted or replacement structures shall comply with the city’s adopted standards for construction in the right-of-way.
- (3) Electrical Connection. The city is not responsible for providing electricity to small wireless facilities. Any third-party utility providing such electricity must obtain a franchise from the city prior to operating in the rights-of-way.
- (4) Transport/Telecommunications Connection. The city is not responsible for providing transport connectivity (e.g., fiber) to small wireless facilities. Any third-party utility providing such transport connectivity must obtain a franchise from the city prior to operating in the rights-of-way.

#### **14.62.240 Design and concealment standards for small wireless facility deployments**

Small wireless facility deployments permitted in accordance with this chapter shall conform to the following design standards in addition the City's adopted design guidelines as they relate to screening of utilities:

(a) Small wireless facilities attached to existing or replacement light poles and other poles in the right-of-way or poles outside of the right-of-way shall conform to the following design criteria:

- (1) Antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) shall be fully concealed within the pole, unless such concealment is otherwise technically infeasible, or is incompatible with the pole design, then the antennas and associated equipment enclosures must be camouflaged to appear as an integral part of the pole or to the extent technically feasible flush mounted to the pole, meaning no more than six (6) inches off of the pole for non-wooden poles and no more than twelve (12) inches off the pole for wooden poles, and must be the minimum size necessary for the intended purpose, not to exceed the volumetric dimensions of small wireless facilities. If the equipment enclosure is permitted on the exterior of the pole, the applicant is required to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs.
- (2) The furthest point of any equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole, unless proven technically infeasible.
- (3) All conduit, cables, wires and fiber must be routed internally in the light pole if non-wooden pole. Full concealment of all conduit, cables, wires and fiber is required within mounting brackets, shrouds, canisters or sleeves if attaching to exterior antennas or equipment.
- (4) An antenna on top of an existing pole may not extend more than six (6) feet above the height of the existing pole and the diameter may not exceed sixteen (16) inches, measured at the top of the pole, unless the applicant can demonstrate that more space is needed. The antennas shall be integrated into the pole design so that it appears as a continuation of the original pole, including colored or painted to match or be compatible with the pole, and shall be shrouded or screened to blend with the pole except for canister antennas which shall not require screening. All cabling and mounting hardware/brackets from the bottom of the antenna to the top of the pole shall be fully concealed and/or integrated with the pole for non-wooden poles and shall be concealed either within the canister antenna or within a sleeve between the antenna and pole on a wooden pole.
- (5) Any replacement pole shall substantially conform to the design of the pole it is replacing or the neighboring pole design standards utilized within the contiguous right-of-way.
- (6) The height of any replacement pole may not extend more than ten (10) feet above the height of the existing pole or the minimum additional height necessary for adequate clearance from electrical wires, whichever is greater.
- (7) The diameter of a replacement pole shall comply with the City's sidewalk clearance requirements and shall, to the extent technically feasible, not be more than a 25% increase of the existing pole measured at the base of the pole, unless additional diameter is needed in order to conceal equipment within the pole.

- (8) The use of any pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.
  - (9) Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit shall be colored or painted to match the approximate color of the surface of the pole on which they are attached.
  - (10) Antennas should be placed to minimize visual clutter and obtrusiveness. Multiple antennas are permitted on a pole provided that each antenna enclosure shall not be more than three (3) cubic feet in volume, not to exceed a maximum of twelve (12) cubic feet.
  - (11) An omni-directional antenna may be mounted on the top of an existing pole, provided such antenna is no more than four (4) feet in height and is mounted directly on the top of a pole or attached to a sleeve made to look like the exterior of the pole as close to the top of the pole as technically feasible. All cables shall be concealed within the sleeve between the bottom of the antenna and the mounting bracket.
  - (12) Replacement wooden poles must either match the approximate color and materials of the replaced pole or shall be the standard new wooden pole used by the pole owner in the City.
  - (13) Equipment for small wireless facilities must be attached to the wooden pole, unless otherwise permitted to be ground mounted pursuant to subsection (e)(2) below. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs.
  - (14) An applicant who desires to enclose both its antennas and equipment within one unified enclosure may do so, provided that such enclosure is the minimum size necessary for its intended purpose and the enclosure and all other wireless equipment associated with the pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole does not exceed twenty-eight (28) cubic feet. The unified enclosure may not be placed more than six (6) inches from the surface of the pole, unless a further distance is required and confirmed in writing by the pole owner. To the extent possible, the unified enclosure shall be placed to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs.
  - (15) All cables and wires shall be routed through conduit along the outside of a wooden pole. The outside conduit shall be colored or painted to match or be compatible with the wooden pole. The number of conduits shall be minimized to the number technically necessary to accommodate the small wireless facilities.
- (b) Small wireless facilities attached to existing buildings, shall conform to the following design criteria:
- (1) Small wireless facilities may be mounted to the sides of a building if the antennas do not interrupt the building's architectural theme.
  - (2) The interruption of architectural lines or horizontal or vertical reveals is discouraged.

- (3) New architectural features such as columns, pilasters, corbels, or other ornamentation that conceal antennas may be used if it complements the architecture of the existing building.
  - (4) Small wireless facilities shall utilize the smallest mounting brackets necessary to provide the smallest offset from the building.
  - (5) Skirts or shrouds shall be utilized on the sides and bottoms of antennas to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed cabling/wiring is prohibited.
  - (6) Small wireless facilities shall be painted or colored and textured to match or be compatible with the adjacent building surfaces.
- (c) Small wireless facilities mounted on cables (strand mounted) strung between existing utility poles shall conform to the following standards.
- (1) Each strand mounted facility shall not exceed three (3) cubic feet in volume;
  - (2) Only two strand mounted facility is permitted per cable between any two existing poles;
  - (3) The strand mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than five (5) feet from the pole unless a greater instance technically necessary or is required by the pole owner for safety clearance;
  - (4) No strand mounted device shall be in or above the portion of the roadway open to vehicular traffic;
  - (5) Ground mounted equipment to accommodate a shared mounted facility is not permitted except when placed in pre-existing equipment cabinets or required by other parties, such as an electrical provider; and
  - (6) Pole mounted equipment shall comply with the requirements of subsections (a) above.
  - (7) Such strand mounted devices must be installed to cause the least visual impact and without excess exterior cabling or wires (other than the original strand).
- (d) General requirements.
- (1) Single-Facility Installation. Each utility pole may not contain more than one small wireless facility provider.
  - (2) Ground mounted equipment in the rights of way is prohibited, unless such facilities are placed under ground or the applicant can demonstrate that pole mounted, or undergrounded equipment is technically infeasible. If ground mounted equipment is necessary, then the applicant shall submit a concealment element plan. Generators located in the rights of way are prohibited.
  - (3) Equipment Enclosure Location and Dimensions. The applicant shall minimize the primary equipment enclosure space and use the smallest amount of enclosure possible to fit the necessary equipment. The primary equipment enclosure shall be located using the following methods in priority order, unless a lower priority method minimizes visual impact:
    - (i) For non-wooden poles, concealed completely within the pole or pole base. If within the pole base, the base shall meet the ADA requirements and not impact the pedestrian access route.
    - (ii) Located on a pole. If located on a pole, the equipment enclosure and all other wireless equipment associated with the pole, shall be the minimum amount necessary and shall not

exceed twenty-eight cubic feet Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet.

- (iii) Underground in a utility vault. If located underground, the access lid to the primary equipment enclosure shall be located outside the footprint of any pedestrian curb ramp and shall have a nonskid surface meeting ADA requirement if located within an existing pedestrian access route.
  - (iv) On private property. If located on private property, the applicant shall submit a copy of an executed easement or lease agreement with the private property owner prior to the right-of-way permit issuance. In addition, if the private property is zoned residential, the applicant shall comply with the permit requirements for WCF in this chapter.
- (4) No equipment shall be operated to produce noise in violation of Chapter 9.56 LSMC.
  - (5) Replacement poles and new poles along with all support structures shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, city ordinance, and state and federal laws and regulations to provide a clear and safe passage within the rights-of-way. Further, the location of any replacement or new pole must: be physically possible, comply with applicable traffic warrants, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health or safety.
  - (6) Replacement poles shall be located as near as possible to the existing pole with the requirement to remove the abandoned pole.
  - (7) No signage, message or identification other than the manufacturer's identification or identification required by governing law can be portrayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosures and be of the minimum amount possible to achieve the intended purpose; provided that, signs are permitted as concealment element techniques where appropriate.
  - (8) Antennas and related equipment shall not be illuminated except for security reasons, required by a federal or state authority, or unless approved as part of a concealment element plan.
  - (9) Side arm mounts for antennas or equipment must be the minimum extension necessary and for wooden poles may be no more than twelve (12) inches off the pole, as measured from the surface of the pole to the inside edge of the antennas or equipment and for non-wooden poles no more than six (6) inches off the pole, unless technically infeasible.
  - (10) The preferred location of a small wireless facility on a pole is the location with the least visible impact.
  - (11) Antennas, equipment enclosures, and ancillary equipment, conduit and cable, shall not dominate the structure or pole upon which they are attached.
  - (12) Except for locations in the right-of-way, small wireless facilities are not permitted on any property containing a residential use in the residential zones.
  - (13) The City may consider the cumulative visual effects of small wireless facilities mounted on poles within the rights-of-way in when assessing proposed siting locations so as to not adversely affect the visual character of the City. This provision shall not be applied to limit the number

of permits issued when no alternative sites are reasonably available nor to impose a technological requirement on the applicant.

- (14) These design standards are intended to be used solely for concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant or have the effect of prohibiting the provision of wireless services, alternative forms of concealment or deployment may be permitted which provide similar or greater protections from negative visual impacts to the streetscape.

#### Examples of a well-designed small wireless facility



#### Examples of a poorly designed small wireless facility



#### **14.62.250 Design Zones for Small Wireless Facilities**

(a) The following areas are hereby designated “Design Zones” for this chapter. Design Zones shall include the following districts:

- (1) All zones within Lake Stevens Center Subarea.
- (2) All zones within the 20<sup>th</sup> Street SE Corridor Subarea.
- (3) All zones within the Downtown Lake Stevens Subarea.

(b) Any applicant who desires to place a small wireless facility in a Design Zone must first establish that the applicant cannot locate the small wireless facility outside of the Design Zone. Applications for small wireless facilities in a Design Zone may be approved if the applicant demonstrates that due to technical infeasibility the applicant cannot locate the proposed small wireless facility on an existing or replacement pole within 500 feet of the proposed site and outside of the Design Zone.

(c) Small wireless facilities within the Downtown Lake Stevens Subarea shall not be placed on new decorative light standards unless technologically infeasible to locate on structures outside of the right-of-way and provide sufficient coverage.

(d) Applications for small wireless facilities within Design Zones must receive a land use approval and comply with a concealment element design described in section 14.62.260 b, in addition to the requirements in section 14.62.280 LSMC below.

#### **14.62.260 New poles in the rights-of-way for small wireless facilities and installations in a Design Zone.**

(a) New poles within the rights-of-way are only permitted if the applicant can establish that:

- (1) The proposed small wireless facility cannot be located on an existing utility pole or light pole, electrical transmission tower or on a site outside of the public rights of way such as on existing structures or poles in a public park, public property, building, transmission tower or in or on a non-residential use in a residential zone whether by roof or panel-mount or separate structure;
- (2) Any new pole complies with the generally applicable requirements of 14.62.240(e) above;
- (3) The proposed small wireless facility receives approval for a concealment element design, as described in subsection (b) below;
- (4) The proposed small wireless facility also complies with Shoreline Management Act, and SEPA, if applicable; and
- (5) No new poles shall be in a critical area or associated buffer required by the City’s Critical Areas Management ordinance (Chapter 14.88 LSMC), except when determined to be exempt pursuant to said ordinance.

(b) The concealment element design shall include the design of the screening, fencing or other concealment technology for a tower, pole, or equipment structure, and all related transmission equipment or facilities associated with the proposed small wireless facility, including but not limited to fiber and power connections.

- (1) The concealment element design should seek to minimize the visual obtrusiveness of the small wireless facility. The proposed pole or structure should have similar designs to existing neighboring poles in the rights of way, including similar height to the extent technically feasible. If the proposed small wireless facility is placed on a replacement pole in a Design Zone, then the

replacement pole shall be of the same general design as the pole it is replacing, unless the development services department otherwise approves a variation due to aesthetic or safety concerns. Any concealment element design for a small wireless facility on a decorative pole should attempt to mimic the design of such pole and integrate the small wireless facility into the design of the decorative pole. Other concealment methods include, but are not limited to, integrating the installation with architectural features or building design components, utilization of coverings or concealment devices of similar material, color, and texture - or the appearance thereof - as the surface against which the installation will be seen or on which it will be installed, landscape design, or other camouflage strategies appropriate for the type of installation. Applicants are required to utilize designs in which all conduit and wirelines are installed internally in the structure. Further, applicant designs should, to the extent technically possible, comply with the generally applicable design standards adopted pursuant to section 14.62.260 LSMC.

- (2) If the Director has already approved a concealment element design either for the applicant or another small wireless facility along the same public right-of-way or for the same pole type, then the applicant shall utilize a substantially similar concealment element design, unless it can show that such concealment element design is not physically or technologically feasible, or that such deployment would undermine the generally applicable design standards.
- (c) Even if an alternative location is established pursuant to section 14.62.270 (b) & (c) LSMC or 14.62.280(a)(1) the Director may determine that a new pole in the right-of-way is in fact a superior alternative based on the impact to the City, the concealment element design, the City's Comprehensive Plan and the added benefits to the community.
- (d) Prior to the issuance of a permit to construct a new pole or ground mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground mounted equipment. The requirement also applies to the placement of replacement poles when the replacement is necessary for the installation or attachment of the small wireless facility, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the wireless facility is more than sixty feet.
- (e) These design standards are intended to be used solely for concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant or have the effect of prohibiting the provision of wireless services, alternative forms of concealment or deployment may be permitted which provide similar or greater protections of the streetscape.

#### **14.62.270 Franchise application.**

Applicants for small wireless facilities shall apply using the city's franchise application form and submit a fee per the city's fee schedule to process an application for a franchise. The director of public works is charged with administration of small wireless facility deployments and other wireless communication review processes established under this title. All franchise applications shall designate the entire city right-of-way as the franchise boundary.

#### **14.62.280 Implementation—Right-of-way permits for small wireless facility deployment.**

The rights granted under the franchise are implemented through the issuance of right-of-way permits. The franchise application may be accompanied by one or more applications for a right-of-way permit to



deploy small wireless facility. An initial franchise and all related right-of-way permit applications shall be processed concurrently as one master permit under Chapter 35.99 RCW.

(a) The applicant can batch multiple small wireless facility sites in one application. The applicant is encouraged to batch the small wireless facility sites within an application in a contiguous service area and/or with similar pole designs.

(b) Issuance of a right-of-way permit to install a small wireless facility deployment shall be contingent upon approval of a franchise or the possession of a valid franchise.

(c) The director may approve, deny or conditionally approve all or any portion of the sites proposed in the right-of-way permit application; provided that, that the denial of one or more small cell facilities in a consolidated application shall not delay the processing of any other small wireless facility or related poles submitted in the same consolidated application.

**14.62.290 Ground-mounted equipment.**

In areas of the city where overhead utility lines have been undergrounded (undergrounded areas), in designated design zones (see Section 14.62.170), and in other areas where necessary to permit full use of the public right-of-way by pedestrians, bicycles and other users, all ground-mounted equipment shall be undergrounded in a vault meeting the city's construction standards. The location of ground-mounted equipment (to the extent undergrounding such equipment is not technologically feasible), a replacement pole or street light shall comply with the Americans with Disabilities Act (ADA), city development standards, and state and federal regulations to provide a clear and safe passage within the public right-of-way. Ground-mounted equipment is also permitted on private property adjacent to the public right-of-way with a recorded easement or lease agreement and permit in accordance with requirements of this chapter.

**14.62.300 Underground Districts.**

(a) Underground Districts. The city requires the undergrounding of new utilities, which would include all support equipment including, but not limited to any backhaul or electricity, but not antennas and their support structures for small wireless facilities in all areas of the City except within the rights-of way along the following roads:

- (1) State Route 9;
- (2) State Route 92;
- (3) State Route 204;
- (4) Lundeen Parkway from SR 9 to Callow Road;
- (5) 20th Street NE except between 118th Avenue NE and 127th Avenue NE;
- (6) 20th Street SE.

(b) In areas designated as underground districts and where other utilities are located underground, a service provider or infrastructure company desiring to locate any above-ground infrastructure in support of a small wireless facility deployment shall demonstrate that it is technologically infeasible to incorporate support facilities within proposed or existing light poles or in a vault underground. In such cases the applicant shall submit a concealment element plan in accordance with the provisions of section 14.62.280 LSMC.

(c) In areas designated as underground districts where existing utilities are currently located above ground, small wireless facilities may be located above ground with the submission of a concealment element plan in accordance with the provisions of section

14.62.280 LSMC. Such facilities may remain until such time that other utility lines and poles are placed underground, at which time an applicant may request that a small wireless facility be installed on a new street light consistent with the requirements of 14.62.280 LSMC and if no existing street light exists to host the SWF.

#### **14.62.310 Replacement Utility Pole — Street Lighting.**

With the express permission of the City, a replacement utility pole or a new utility pole may be permitted in the form of a new street light standard. The design of the street light standard shall be in accordance with adopted City construction standards when located outside of a Design Zone or underground district. Replacement utility poles/new street light standards located within a Design Zone shall conform to the adopted streetscape design standard for the Design Zone and those located within an underground district shall be approved with a concealment element plan. Wherever technologically feasible, all equipment and cabling shall be internal to the replacement or new street lighting standard.

#### **14.62.320 Modifications to small wireless facilities**

(a) If a grantee desires to make a modification to an existing small wireless facility, including but not limited to expanding or changing the antenna type, increasing the equipment enclosure, placing additional pole-mounted or ground-mounted equipment, or modifying the concealment elements, then the applicant shall apply for a small wireless facility permit.

(b) A small wireless facility permit shall not be required for routine maintenance and repair of a small wireless facility, or the replacement of an antenna or equipment of similar size, weight, and height, provided that such replacement does not defeat the concealment elements used in the original deployment of the small wireless facility, does not impact the structural integrity of the pole, and does not require pole replacement. Further, a small wireless facility permit shall not be required for replacing equipment within the equipment enclosure or reconfiguration of fiber or power to the small wireless facility. Right-of-way use permits may be required for such routine maintenance, repair or replacement consistent with LSMC 14.56.250.

#### **14.62.330 Consolidated Permit**

(a) Small wireless facility permits, and right-of-way permits to allow installment of small cell facilities in the public rights-of-way may be consolidated through the provisions in LSMC 14.16A 220(g).

Exhibit B



**Planning & Community Development**

1812 Main Street  
P.O. Box 257  
Lake Stevens, WA 98258

February 14, 2019

Lake Stevens City Council  
1812 Main Street  
Lake Stevens, WA 98258

**Subject: Planning Commission Recommendation – Wireless Communication Facilities Code  
Amendment- LUA2018-0108**

Dear Council Members:

The Lake Stevens Planning Commission held multiple briefings between August-December of 2018 and a held a public hearing on January 16, 2019 that carried over to February 6, 2019, to consider a new code amendment providing regulations for all types of wireless communication facilities including the new small wireless facilities.

**Commissioners Present:** Janice Huxford, Vicki Oslund, Jennifer Davis, Linda Hoult John Cronin and Tracy Trout

**Commissioners Absent:** Steve Ewing

**PLANNING COMMISSION DISCUSSION (January 16<sup>th</sup> and February 6, 2019)**

At the public hearing, staff explained that the purpose of the code amendment was to bring the City's codes and regulations into compliance with the Spectrum Act and the adopted FCC rules regarding the permitting and siting of wireless communication facilities. Also, to modify the city regulations to recognize the changing technology related to small-cell facility networks and put into place regulations defining small cell facilities and permitting procedures to allow their development along with proper aesthetic and concealment regulations.

Staff then walked the Planning Commissioners through the proposed regulations. The Planning Commission was encouraged to see regulations that would allow for wireless facilities to be constructed and aesthetic and design guidelines that would protect the City to the greatest extent feasible under the law. The following concerns were raised by citizens and/or Planning Commissioners:

- Commissioner Trout pointed out that macro facilities and towers were originally listed as permitted through a conditional use in the waterfront residential (WR) zone, but other sections

of the regulations required that no tower be constructed within 1000 feet of the shoreline. *This concern was corrected in the use chart by not allowing macro facilities/towers within the WR zone.*

- Commissioners were concerned regarding the comments received from Verizon Wireless and AT&T, which were submitted just hours before the public hearing. *In order to address these concerns, the Planning Commission continued the public hearing to February 6, 2019, which gave staff time to work with the City Attorneys office addressing the comments from Verizon and AT&T.*
- Additional comments were submitted at the second public hearing again from AT&T just hours prior to the meeting. *Staff ensured the Planning Commission that the additional comments would be reviewed and addressed with the help of the City Attorney prior to the public hearing with the City Council.*
- Commissioner Huxford also wanted to ensure that the council received a copy of a citizen comment letter outlining concerns with the radio frequency (RF) emissions emitted by the deployment of 5G technology. *The comment letter and City's response is attached to this letter as are the other comment letters.*

#### **FINDINGS AND CONCLUSIONS FOR THE WIRELESS COMMUNICATION FACILITIES CODE AMENDMENTS:**

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this letter and as described in the staff report dated January 16, 2018 and concludes that the proposed amendments comply with the following:

##### **1. *Compliance with the Comprehensive Plan:***

- Public Health and Safety: An overriding policy of the Comprehensive plan and zoning is to ensure public health and safety of the citizens of the City of Lake Stevens.
- Coordination with utility companies: A goal in the comprehensive plan is that the city departments coordinate with special purpose districts, utility companies and other service providers to ensure the adequate distribution of public services and facilities throughout the city and consistency with the land use element.

**Conclusions** – The proposed code amendments are consistent with the Comprehensive Plan goals and policies as they relate to providing public health and safety regulations related to providing wireless communication facilities throughout the City.

##### **2. *Compliance with the State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC):***

- The SEPA official issued a SEPA Determination of Nonsignificance (DNS) on January 10, 2019.

**Conclusions** – The proposed code amendment meets local and state SEPA requirements.

##### **3. *Compliance with the Growth Management Act (RCW 36.70A.106)***

- The city requested expedited review from the Department of Commerce on December 4, 2019.
- The Department of Commerce sent granted approval on December 22, 2019
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

**Conclusions** – The proposed code amendments will meet Growth Management Act requirements.

**4. Public Notice and Comments**

- The city published a notice of Public Hearing in the Everett Herald on January 5, 2019.

**Conclusions** – The City has met public noticing requirements per Chapter 14.16B LSMC.

**PLANNING COMMISSION RECOMMENDATION**

1. PC held a public hearing on January 16, 2019 that was carried over to February 6, 2019 with a recommendation of approval for new regulations pertaining to Wireless Communication Facilities. **Commissioner Jennifer Davis made a motion to approve the recommendation to Council. Commissioner Linda Hoult seconded the motion. Motion passed 6-0-0-1.**

Respectfully submitted,  
Lake Stevens Planning Commission

  
Janice Huxford, Chair



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 26, 2019

**Subject:** Fees Resolution 2019-002

<b>Contact</b>	Kathy Pugh, City Clerk	<b>Budget</b>	none
<b>Person/Department:</b>	Russ Wright, Community Development Director Josh Machen, Planning Manager	<b>Impact:</b>	

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Adopt Resolution 2019-002 adjusting fees for city licenses, permits and other services.

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**BACKGROUND:**

The city periodically adjusts fees for licenses, permits and other services by resolution to ensure city costs are appropriate.

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**DISCUSSION:**

Staff is recommending that City Council adopt Resolution 2019-002. The following list describes the proposed fee adjustments.

Table A: Schedule of Land Use Fees

- Add a fee of \$150 for first two hours plus \$75/per hour for each additional hour of staff time for the processing of wireless eligible facility modifications.
- Add a fee of \$150 for first two hours plus \$75/per hour for each additional hour of staff time for the processing of small wireless facility permit review.
- Remove fees related to Design Review Board, as the board was disbanded.
- Deletion of fireworks fees as they are covered under Section 11 of the Resolution Fire Safety Inspection and permits.
- Remove fee for rental of community center, as it is slated for demolition.
- Other miscellaneous corrections to bring resolution up to date.

**ATTACHED**

Resolution 2019-002

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**RESOLUTION NO. 2019-02**

**A RESOLUTION REPEALING RESOLUTION NO. 2018-35 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS**

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO RE-ENACT RESOLUTION 2019-02 AS FOLLOWS: Resolution No. 2018-35 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

**Section 1. Fees and Deposits-General.**

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the



CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**RESOLUTION NO. 2019-02**

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- C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the

necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.

- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

**Section 2. Land Use Fees.** Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
<b>ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW</b>	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
<u>Eligible Facility Modification</u>	150 for first two hours + 75 per hour for each hour of additional staff time
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	150
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
Temporary Encampment (LSMC 14.44.038)	1,250
<b>ADMINISTRATIVE REVIEW (If hearing is requested additional cost for hearing examiner at actual cost)</b>	
Administrative Conditional Use Permit	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Review of Model Home	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
<u>Administrative Review of Small Wireless Facilities</u>	150 deposit for first two hours + 75 per hour for each hour of additional staff time

Action/Permit/Determination	Fee (\$)
<b>ANNEXATIONS</b>	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
<b>ATTORNEY FEES</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>APPEALS PER TITLE 14</b>	
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
<b>BINDING SITE PLANS</b>	<b>6,000</b>
Revision	1,000
<b>CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)</b>	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
<b>COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)</b>	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
<b>CONCESSIONS</b>	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
<b>CONDITIONAL USE PERMITS</b>	3,500+ Hearing Examiner cost
<b>CONSTRUCTION PLAN APPROVAL</b>	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department

Action/Permit/Determination	Fee (\$)
	Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
<b>CONSULTANT FEES</b> (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
<b>CRITICAL AREA REVIEW</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>DESIGN REVIEW</b>	
Design Review – Administrative Decision	450
<del>Design Review – Design Review Board</del>	<del>450</del>
<b>DEVELOPMENT AGREEMENT</b>	1,400
<b>EDDS DEVIATION REQUEST</b>	150 for first two hours + 75 per hour for each additional hour of staff time
<b>ESSENTIAL PUBLIC FACILITIES</b> (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
<b>EVENT PERMITS</b>	
Event Level 1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
<b>FIREWORKS PERMITS</b>	
<del>Fireworks Display</del>	<del>250</del>
<del>Fire Works Stand</del>	<del>400</del>
<b>IMPACT FEES</b>	
Park Mitigation	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	4,154.92/dwelling unit
Multifamily residences with three or more units	3,004.75/dwelling unit
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	1,912.53/dwelling unit

Action/Permit/Determination	Fee (\$)
<b>School Mitigation</b>	
Detached Single Family Residence	7,235/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	3,512/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
<b>Traffic Mitigation</b>	
Traffic Impact Zone 1	2,771/PM peak hour trip
Traffic Impact Zones 2 & 3	3,500/PM peak hour trip
Impact Fee Adjustment/Deferral Application	150
<b>LAND DISTURBANCE</b>	
Minor Land Disturbance Permits	375
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
<b>LAND USE CODE AMENDMENTS</b>	3,000
<b>MISCELLANEOUS ACTIONS/ITEMS</b>	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	35/tree
Lake Safety Marker – one-time fee for contribution to the Lake Safety Program for buoy purchase.	350
<b>MISCELLANEOUS TASKS</b>	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
<b>PARK PERMITS</b>	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
<b>PLANNED NEIGHBORHOOD DEVELOPMENTS</b>	3,500+Hearing Examiner cost
<b>PRE-APPLICATION CONFERENCE FEE</b> (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
<b>RECONSIDERATION OF DECISION by:</b>	
Planning Director	200
<del>Design Review Board</del>	<del>200</del>
City Council	200
Hearing Examiner	100+Hearing Examiner cost
<b>RECORDING FEES</b>	At cost (paid directly to Snohomish County)
<b>REZONES - ZONING MAP AMENDMENTS</b>	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
<b>Action/Permit/Determination</b>	<b>Fee (\$)</b>

Action/Permit/Determination	Fee (\$)
<b>RIGHT-OF-WAY</b>	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
<b>SEPA REVIEW (does not include critical areas review, which is a separate fee)</b>	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
<b>SHORELINE PERMITS (may also require SEPA and critical area review fees)</b>	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
<u>Shoreline Exemption with Floodplain Development Permit</u>	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
<b>SIGN PERMITS</b>	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
<b>SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)</b>	
Preliminary Short Plat	4,320
Final Short Plat	765
<b>Final Plat Pre-check and Survey Review (checking legals, etc.)</b>	<b>400</b>
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
<b>VARIANCE (Hearing Examiner review)</b>	1,100+Hearing Examiner cost
<b>ZONING CERTIFICATION LETTER</b>	150

**Section 3. Building Permit Fees.** (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2015 edition of the International Building Code (IBC)
  2. 2015 edition of the International Residential Code (IRC)
  3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code)
  4. 2015 edition of the Uniform Plumbing Code
  5. Washington State Barrier Free Regulations (Title 51 WAC)
  6. Current edition of the Washington State Energy Code
  7. 2015 edition of the International Fire Code
  8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

**Table 1A: Building Permit Fees**

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

C. Plan Review Fees:

*Residential:*

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

*Commercial:*

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U

Construction Valuation From: To:	Fee
Group R-3 or IRC Dwellings (regardless of valuation)	\$30
\$0 \$1,000	\$30
\$1,001 \$5,000	\$115
\$5,001 \$10,000	\$175
\$10,001 \$20,000	\$200
\$20,001 \$45,000	\$260
\$45,001 \$100,000	\$315
\$100,001 \$250,000	\$430
\$250,001 \$500,000	\$545
\$500,001 \$1,000,000	\$690
\$1,000,001 \$1,500,000	\$775
\$1,500,001 \$2,000,000	\$835
>\$2 million	\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.  
Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.  
Reinspection fees assessed at \$75 per hour (1 hour minimum).  
Penalty for commencing work prior to permit issuance: Double permit fee.  
Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).  
Additional plan review required by changes, additions or revisions to plans: \$75/hour.  
For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:



**Table B2: Schedule of Miscellaneous Building Permit Fees**

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
<b>BASIC HOUSE PLAN REVIEW</b>			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each residential permit)	\$6.50		\$6.50
Each additional residential unit	\$2.00		\$2.00
Each Commercial permit (per RCW 19.27.085)	\$25.00		\$25.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, ~~August 2012~~ February 2019, International Code Council

**Table B3: Mechanical and Plumbing Fees**

Mechanical Fees		Plumbing Fees	
<b>Mechanical Permit</b>	<b>35.00</b>	<b>Plumbing Permit</b>	<b>35.00</b>
<b>AC unit &lt; 100,000k</b>	<b>20.00</b>	<b>Back Flow Preventer</b>	<b>10.00</b>
<b>AC unit 100,000k – 499,999 k</b>	<b>30.00</b>	<b>Bathtub</b>	<b>10.00</b>
<b>AC unit 500,000k and up</b>	<b>40.00</b>	<b>Commercial Dishwasher</b>	<b>15.00</b>
<b>Air Handlers &lt;10,000 CFM</b>	<b>13.00</b>	<b>Drinking Fountain</b>	<b>10.00</b>
<b>Air Handlers 10,000 CFM and up</b>	<b>23.00</b>	<b>Floor Sink or Drain</b>	<b>10.00</b>
<b>Boilers</b>	<b>15.00</b>	<b>Grease Interceptor</b>	<b>50.00</b>
<b>Commercial Incinerator</b>	<b>30.00</b>	<b>Grease Traps</b>	<b>10.00</b>

Mechanical Fees		Plumbing Fees	
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

**Section 5. Animal Code Fees.** Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

**Table D: Animal Code Fees**

Permit/Action	Fee (\$)
<b>Dog/Cat License:</b> <ul style="list-style-type: none"> <li>Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime</li> <li>Each dog or cat neutered or non-neutered, lifetime</li> <li>Senior Citizen (defined as being 62 years of age or older) owners, lifetime</li> <li>Service and guide dogs, lifetime</li> <li>Duplicate license for lost or destroyed dog/cat tag</li> <li>Duplicate license - Senior Citizen owners and Service/Guide Dogs</li> <li>Other Code Violations: <ul style="list-style-type: none"> <li>First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> <li>Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> </ul> </li> </ul>	<p>Free</p> <p>20</p> <p>Free</p> <p>Free</p> <p>4</p> <p>Free</p>
<b>Impound Fees for Cost Recovery:</b> <ul style="list-style-type: none"> <li>Dogs and cats (at police kennel)</li> <li>Animals</li> <li>Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.</li> <li>Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.</li> </ul>	<p>25</p> <p>30</p> <p>Varies</p>
<b>Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees</b>	

**Section 6. Miscellaneous Police Fees.** Fees for various Police services, actions, and permits shall be as listed in Table E.



**Table E: Schedule of Miscellaneous Police Fees & Fines**

Permit/Action/Service	Fee (\$)
<b>Fingerprinting:</b>	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
<b>Lamination Services – Concealed Pistol Licenses</b>	3.50
<b>Boat Launch Parking Fees and Fine:</b>	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
<b>DUI cost recovery:</b>	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
<b>False Alarm Fees:</b>	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
<b>Impound Fees for Cost Recovery:</b>	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
<b>Fine for parking:</b>	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
<b>Off-duty Officer:</b>	<b>Refer to current billable rate schedule</b>
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
<b>Special Event Services Deposit:</b> (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
<b>Letters for search of local criminal justice data bases</b>	10
<b>Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee</b>	<b>25</b>

**Section 7. Miscellaneous Fees.** Fees for various other services, actions, and permits shall be as listed in Table F.

**Table F: Schedule of Miscellaneous Fees and Fines**

Permit/Action	Fee or Fine (\$)
<b>Public Works :</b>  Hourly Rate for Service for Non-profits Hourly Rate for Service for others (includes a 15% administrative fee)	<b>Refer to current billable rate schedule</b>
<b>Business Licenses:</b> <ul style="list-style-type: none"> <li>- Non-refundable Adult Entertainment (Cabaret) application Fee 100</li> <li>- Adult Entertainment (Cabaret) Establishment (annual) 500</li> <li>- Adult Entertainment (Cabaret) Establishment Manager/Entertainer (annual) 50/person</li> <li>- Business License Registration – Application 40</li> <li>- Business License Registration – Annual Renewal 25</li> <li>- Temporary business license 40</li> <li>- Renewal 5</li> <li>- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.) 75 for the 1<sup>st</sup> three employees, and \$10 for each additional employee</li> <li>- Live music and/or dance entertainment (annual) 50</li> <li>- Games (annual) 50</li> <li>- Pawnbroker and Second Dealers (annual) 500</li> </ul>	
<ul style="list-style-type: none"> <li>- Washington State Department of Licensing's Master License Service</li> <li>- Business license handling fee (fees shall be automatically amended by the State)</li> </ul>	Currently New Application <del>\$45</del> 19 Renewal <del>\$9</del> 11
<b>Duplication of Public Records: (postage/delivery costs extra)</b> <ul style="list-style-type: none"> <li>- In-house Copying of City documents for the public.</li> <li>- In-house Copying of City documents to pdf when original document is not in electronic format.</li> <li>- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.</li> <li>- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.</li> <li>- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge</li> <li>- In-House duplication of City documents to CD, such as <ul style="list-style-type: none"> <li>• Comprehensive Plan, Lake Stevens Municipal Code Title 14,</li> <li>• Urban Design Standards, Engineering Design and Development Standards, etc.</li> </ul> </li> </ul>	<p>For all records duplication and/or transmission, first \$5 cumulative waived</p> <p>15¢/page/side</p> <p>10¢/page/side \$1 extra for copy to CD</p> <p>5¢ per each four electronic files or attachments</p> <p>10¢ per gigabyte</p> <p>Actual Cost</p>

Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> <li>- Documents or CDs printed by outside vendor</li> <li>- Maps - Duplication of maps less than 11"x17"</li> <li>- Maps - Duplication of maps greater than 11"x17" and</li> <li>- Special requests for plotted maps, aerials, plans, etc. (each)</li> <li>- Audio recordings of meetings: <ul style="list-style-type: none"> <li>• Duplicated by Staff</li> <li>• Duplicated by outside vendor</li> </ul> </li> <li>- Color photos (cost to reproduce)</li> <li>- Certified copy of a public record</li> </ul>	<p>Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)</p> <p><del>Actual cost to reproduce; requestor may arrange to pay outside vendor directly</del> \$.15/page</p> <p><del>\$2</del> <del>\$6-\$1 per square foot for in-house printing or actual cost if sent out to reproduce</del></p> <p><del>\$12</del> \$1/tape/disc Actual cost to reproduce</p> <p>40¢</p> <p>\$5 for 1<sup>st</sup> Page and \$1 each after the 1<sup>st</sup> Page</p>
<b>Dishonored Check Fine (in payment of City services)</b>	\$35
<b>Passports</b> ( fees shall be automatically amended by U.S. Dept. of State )	Consistent with effective federal changes
Age 16 and Over	Passport Fee \$110 Execution Fee \$35
Under Age 16	Passport Fee \$80 Execution Fee \$35
<b>Passport Photos</b>	\$16.00/set including sales tax
<b>Technology Fee</b>	A technology fee of three (3) percent will be assessed on each building and land use permit issued.

**Section 8. Community Center and Facility Rental Fees.** Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
<b>Community Center</b>	
<del>*Local users — see definition below</del>	<del>\$10/hour or \$60/day</del>
<del>Non-local users</del>	<del>\$15/hour or \$90/day</del>
<del>**Non-Profit Community Interest Groups — see definition below</del>	<del>\$5/hour</del>
<del>Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions</del>	<del>Free</del>
<del>Key Replacement Fee</del>	<del>\$25</del>
<b>Facilities</b>	
Athletic Fields	
Youth Sports	\$20 per every 2hrs
Adult Sports	\$30 per every two hours
Eagle Ridge Community Garden bed rental	\$40 annually

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. \*\*Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee.
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

**Section 9. Lundeen Park Shelter Fees.** Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

**Table H: Schedule of Lundeen Park Shelter Rental Fees**

Maximum of 50 people per shelter. Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens			
<b>Lundeen Park Shelter Pricing</b>	1-50	1	\$ 60 <i>Non-refundable reservation fee</i> + \$ 7 <b>\$ 67</b>
	1-100	2	\$ 120 <i>Non-refundable reservation fee</i> + \$ 7 <b>\$ 127</b>

**Section 10. Stormwater Utility and Lake Management Charges.** Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

**Table IA: Stormwater Management Utility**

<u>Type</u>	<u>Impervious Area per Equivalent Service Unit</u>	<u>Annual Rate per ESU</u>
Residential and Multifamily Residential with Five or Fewer Units <sup>1</sup>	NA	\$220
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$220
Undeveloped <sup>2</sup>	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.



Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

**Table IB: Lake Management Benefit Assessment**

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00per parcel

1. The lakefront lot assessment applies to each land parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

### **Section 11. Fire Safety Inspections, Permits and Fire District Related Service Fees**

Fees for fire safety inspections, permits and Fire District related services shall be as listed in Tables A through L below. Fees listed in Tables C through K are comprehensive for plan review, permit issuance, and two (2) site inspections per inspection item.

<b>Table A - Fire Safety Inspection Fees</b>	
<b>Inspected Square-footage (SF)</b>	<b>Fee</b>
1-1,000	\$25
1,001-2,500	\$50
2,501-10,000	\$75
10,001-50,000	\$150
50,001-150,000	\$300
150,001-400,000	\$425
Over 400,000	\$550
<b>R-2 Apartment Buildings</b>	<b>Fee</b>
1 and 2 story	\$25
3 story and greater	\$50
Interior halls	SF Fee
<b>Other Fees</b>	<b>Fee</b>
Re-inspection Fee (for uncorrected violations are time of re-inspection)	\$50

<b>Table B - Operational Fire Permits</b>			
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes that may produce conditions hazardous to life or property.			
An Operational Fire Permit is required prior to engagement in the activities, operations, practices, or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed at least annually.			
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event.			
<b>IFC Reference</b>	<b>Permit</b>	<b>Required for:</b>	<b>Fee</b>
105.6.1	Aerosol Products	Level 2 or Level 3 aerosol products in excess of 500 pounds.	\$75
105.6.2	Amusement Buildings	Operation of a special amusement building.	\$75
105.6.3	Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	\$75
105.6.4	Carbon Dioxide Systems	Carbon dioxide systems having more than 100 pounds of carbon dioxide.	\$75

105.6.5	Carnivals and Fairs	Conducting a carnival or fair.	\$75
105.6.6	Cellulose Nitrate Film	Storage, handling or using cellulose nitrate film in a Group A occupancy.	\$75
105.6.7	Combustible Dust-Producing Operations	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$75
105.6.8	Combustible Fibers	Storage and handling of combustible fibers in quantities greater than 100 cubic feet.	\$75
105.6.9	Compressed Gases	Storage, use or handling of compressed gases in excess of the amounts listed in Table 105.6.9.	\$75
105.6.10	Covered and Open Mall Buildings	(1) The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. (2) The display of liquid- or gas-fired equipment in the mall. (3) The use of open-flame or flame-producing equipment in the mall.	\$75
105.6.11	Cryogenic Fluids	Production, storage, transportation on site, use, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11.	\$75
105.6.12	Cutting and Welding	Cutting or welding operations.	\$75
105.6.13	Dry Cleaning	Dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	\$75
105.6.14	Exhibits and Trade Shows	Operation of exhibits and trade shows	\$75
105.6.15	Explosives	See Table D	Table D
105.6.16	Fire Hydrants and Valves	Contact water purveyor having jurisdiction.	No Fee

105.6.17	Flammable and Combustible Liquids	See IFC 105.6.17 for permit requirements.	\$75
105.6.18	Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	\$75
105.6.19	Fruit and Crop Ripening	Operation of a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$75
105.6.20	Fumigation and Insecticidal Fogging	Operation of a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75
105.6.21	Hazardous Materials	Storage, transportation on site, dispensing, use or handling of hazardous materials in excess of the amounts listed in Table 105.6.21.	\$75
105.6.22	HPM Facilities	Storage, handling or use hazardous production materials.	\$75
105.6.23	High-Piled Storage	Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet.	\$75
105.6.24	Hot Work Operations	Hot work including, but not limited to: (1) Public exhibitions and demonstrations where hot work is conducted. (2) Use of portable hot work equipment inside a structure. (3) Fixed-site hot work equipment, such as welding booths. (4) Hot work conducted within a wildfire risk area. (5) Application of roof coverings with the use of an open-flame device. (6) Where approved, the fire code official shall issue a permit to carry out a hot work program.	\$75
105.6.25	Industrial Ovens	Operation of industrial ovens regulated by Chapter 30.	\$75

105.6.26	Lumber Yards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet.	\$75
105.6.27	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75
105.6.28	LP Gas	(1) Storage and use of LP-gas. (2) Operation of cargo tankers that transport LP-gas.	\$75
105.6.29	Magnesium	Melting, casting, heat treatment or grind more than 10 pounds of magnesium.	\$75
105.6.30	Miscellaneous Combustible Storage	Storage in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.	\$75
105.6.31	Motor Fuel-Dispensing Facilities	Operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$75
105.6.32	Open Burning	Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	\$75
105.6.33	Open Flames and Torches	Removing paint with a torch; or to use a torch or open-flame device in a wildfire risk area.	\$75
105.6.34	Open Flames and Candles	Use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	\$75
105.6.35	Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$75
105.6.36	Places of Assembly	Operation a place of assembly.	\$75

105.6.37	Private Fire Hydrants	The removal from service, use or operation of private fire hydrants.	\$75
105.6.38	Pyrotechnic Special Effects Material	Use and handling of pyrotechnic special effects material.	\$75
105.6.39	Pyroxylin Plastics	Storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$75
105.6.40	Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by Chapter 6.	\$75
105.6.41	Repair Garages and Motor Fuel-Dispensing Facilities	Operation of repair garages.	\$75
105.6.42	Rooftop Heliports	Operation of a rooftop heliport.	\$75
105.6.43	Spraying or Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$75
105.6.44	Storage of Scrap Tires and Tire Byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$75
105.6.45	Temporary Membrane Structures and Tents	Operation of an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet.	Table C
105.6.46	Tire-Rebuilding Plants	Operation and maintenance of a tire-rebuilding plant.	\$75
105.6.47	Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities.	\$75
105.6.48	Wood Products	Storage of chips, hogged material, lumber or plywood in excess of 200 cubic feet.	\$75

105.6.49	Marijuana Extraction Systems	Use of a marijuana / cannabis extraction system regulated under WAC 314-55-104.	\$75
WAC 173-425-060	Residential Open Burning (Only for unincorporated Snohomish County within Lake Stevens Fire District boundary)	Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee.	\$25

<b>Table C - Special Assembly Permits</b>	
IFC 105.7.18 Required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. Fees listed below include issuance of operational permit 105.6.45.	
<b>Temporary Membrane Structures, Canopies and Tents</b>	
<b>Duration of Use</b>	<b>Fee</b>
Less than 3 Days	No Fee
4-180 Days	\$60
<b>Temporary Assembly Membrane Structures, Canopies and Tents</b>	
<b>Occupant Load</b>	<b>Fee</b>
50-99 persons	\$60
Over 100 persons	\$115

<b>Table D - Explosives</b>	
IFC 105.6.15 Required for manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.	
<b>Retail and Wholesale Fireworks</b>	
<b>Type</b>	<b>Fee</b>
CFRS Facility - Wood Stand	\$100
CFRS Facility - Tent or Canopy	\$100
Fireworks sales in other than a CFRS Facility	\$100
<b>Public Fireworks Display</b>	
<b>Type</b>	<b>Fee</b>
Public Display (Licensed pyrotechnic operators in accordance with RCW 70.77 only)	\$250
Temporary Storage	\$175
<b>Blasting</b>	
<b>Type</b>	<b>Fee</b>
Blasting (Licensed blasters in accordance with WAC 296-52 only)	\$250
Temporary Storage	\$175

<b>Table E - NFPA 72 Fire Alarm and Detection Systems and Related Equipment</b>
IFC 105.7.6 Required for installation of or modification to fire alarm and detection systems and related equipment.
Devices include individual parts of a fire alarm system including, but not limited to initiating devices, notification appliances, NAC panels, modules, relays, remote annunciation panels, and other such devices. Each part of the system is one device.
Note: All Central Station Monitoring shall be UL or FM listed.
<b>Tenant Improvement or Modification to Existing System</b>



<b>Number of Devices</b>	<b>Fee</b>
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
Over 200	\$660
<b>New System</b>	
<b>Number of Devices</b>	<b>Fee</b>
1-100	\$430
101-200	\$545
Over 200	\$660
<b>FACP and/or Transmitter</b>	
In addition to the above device fees shown, the following fees also apply:	
<b>Condition</b>	<b>Fee</b>
Replacement	\$145
New	\$230

<b>Table F - Automatic Fire Extinguishing Systems and Components</b>	
IFC 105.7.1 required for installation of or modification to an automatic fire-extinguishing system.	
<b>NFPA 13 and 13R Fire Sprinkler Systems &amp;</b>	
Devices are individual parts of an automatic fire extinguishing system including, but not limited to sprinkler heads, risers, valves, gongs and other such devices. Each part of the system is one device.	
<b>Tenant Improvement or Modification to Existing System</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720

<b>New System</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720
<b>NFPA 13D Residential Fire Sprinkler Systems</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-10	\$200
11-25	\$260
Over 25	\$315
*Non-required NFPA 13D systems shall not be charged a fee for plan review, permits or inspections.	
<b>UL 300 Commercial Cooking Hood Suppression Systems &amp; NFPA 2001 Clean Agent Systems</b>	
<b>Type</b>	<b>Fee</b>
Pre-Engineered	\$145
Custom Engineered	\$315
<b>NFPA 14 Standpipe Systems</b>	
IFC 105.7.17 Required for the installation, modification or removal from service of a standpipe system.	
<b>Class</b>	<b>Fee</b>
I, II or III	\$175
<b>NFPA 20 Fire Pumps and Related Equipment</b>	
IFC 105.7.7 Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators.	
<b>Quantity</b>	<b>Fee</b>
1	\$345
2 or more	\$575

<b>Underground Supply Piping for Automatic Sprinkler Systems</b>	
IFC 105.7.20 Required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system.	
<b>Quantity of Supply Lines to Building</b>	<b>Fee</b>
1	\$115
2 or more	\$230

<b>Private Fire Hydrants</b>	
IFC 105.7.13 Required for the installation or modification of private fire hydrants.	
<b>Quantity</b>	<b>Fee</b>
1	\$115
2 or more	\$230

<b>Table G - Hazardous Materials</b>	
IFC 105.7.10 Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21.	
<b>Quantity</b>	<b>Fee</b>
1-2 Hazardous Materials	\$115
3-5 Hazardous Materials	\$230
Over 5 Hazardous Materials	\$460

<b>Table H - Gases, Liquids and Cryogenics</b>	
<b>Compressed Gases</b>	
IFC 105.7.3 Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	
<b>Type</b>	<b>Fee</b>
Compressed Gas System	\$230
<b>LP- Gas</b>	
IFC 105.7.12 Required for installation of or modification to an LP-gas system.	
<b>Tanks</b>	<b>Fee</b>
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000	\$460
Residential LP-Gas System	\$85
<b>Flammable and Combustible Liquids</b>	
IFC 105.7.8 Required to (1) to install, repair or modify a pipeline for the transportation of flammable or combustible liquids. (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. (3) To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.	

<b>Type</b>	<b>Fee</b>
(1) Pipeline	\$230
(2) Vehicles, Equipment, Facilities, etc.	\$230
<b>(3) Tanks</b>	<b>Fee</b>
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460
Residential Fuel Tank Install or Abandonment	\$60
<b>Cryogenic Fluids</b>	
IFC 105.7.4 Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.11.	
<b>Quantity</b>	<b>Fee</b>
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460

<b>Table I - Spraying/Dipping, Industrial Ovens and Marijuana Extraction Systems</b>	
<b>Spraying or Dipping</b>	
IFC 105.7.16 Required to install or modify a spray room, dip tank or booth.	
<b>Type</b>	<b>Fee</b>
Pre-Engineered Booth or Tank	\$175
Site-Built or Used Room, Booth or Tank	\$290
<b>Industrial Ovens</b>	
IFC 105.7.11 Required for installation of industrial ovens covered by Chapter 30.	
<b>Class</b>	<b>Fee</b>
Class A, B, C or D	\$290
<b>Marijuana Extraction System</b>	
IFC 105.7.19 Required to install a marijuana/cannabis extraction system regulated under WAC 314-55-104.	
<b>Valuation</b>	<b>Fee</b>
\$25,000 or Less	\$115
\$25,001-\$50,000	\$230
\$50,001-\$100,000	\$460
Over \$100,000	\$575

<b>Table J - Power, Radio and Smoke Control Systems</b>	
<b>Battery System</b>	
IFC 105.7.2 Required to install stationary storage battery systems having a liquid capacity of more than 50 gallons.	
<b>Quantity</b>	<b>Fee</b>
50-100 Gallons	\$115
Over 100 Gallons	\$230
<b>Solar Photovoltaic Power System</b>	
IFC 105.7.15 required to install or modify solar photovoltaic power systems.	
<b>Type</b>	<b>Fee</b>
Residential PV System	\$115
Commercial PV System	\$230
<b>Emergency Responder Radio Coverage System</b>	
IFC 105.7.5 required for installation of or modification to emergency responder radio coverage systems and related equipment.	
<b>Type</b>	<b>Fee</b>
Single Bi-Directional Antenna System	\$230
Distributed Antenna System	\$460
<b>Smoke Control System</b>	
IFC 105.7.14 required for installation of or alteration to smoke control or smoke exhaust systems.	
<b>Type</b>	<b>Fee</b>
Smoke Control Systems (Passive and Mechanical)	\$460

<b>Table K - Gates and Barricades Across Fire Apparatus Roads</b>	
IFC 105.7.9 Required for the installation of or modification to a gate or barricade across a fire apparatus access road.	
<b>Quantity</b>	<b>Fee</b>
1	\$115
2 or More	\$230

<b>Table L - Miscellaneous Fees</b>	
<b>Description</b>	<b>Fee</b>
After Hours Inspections (Regular Hours: Monday-Friday 8:00am - 4:00pm excluding Holidays)	\$85 per Hour; 1 Hour Minimum
Additional Plan Review Fee (required by (1) changes, (2) additions, or (3) revisions to approved plans)	\$85 per Hour; 1 Hour Minimum
City of Lake Stevens Administrative Fee (added to all fees collected by the City of Lake Stevens)	15% of Permit Fee

Construction Permit Extension (additional 180 days)	\$150
Construction Re-Inspection Fee (for uncorrected violations after 2nd site inspection)	\$75
Expired Construction Permit Re-Issuance (for expired permits not exceeding 1 year abandonment)	50% of Permit Fee
Firefighter Fire Watch or Standby	\$75 per Hour per Firefighter; 2 Hour Minimum
Fire Flow Determination	Contact Water Purveyor Having Jurisdiction
Outside Consultant Review	Actual Cost Plus 50% of Permit Fee
Work Without a Permit	Permit Fee x 3

Table M - Fire Investigation Fees	
Cause Determined As	Fee
Accidental, Natural or Undetermined	No Fee
Incendiary (intentionally set or criminal fire, arson)	Actual cost shall be billed to the convicted party for investigation, report preparation, courtroom preparation and testimony as received from Snoomish County in accordance with the current ILA.

PASSED by the City Council of the City of Lake Stevens on the 26<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST:

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Kathy Pugh, City Clerk

APPROVED AS TO FORM:

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Greg Rubstello, City Attorney